

# Capital IDEA

Connecting People to their Future

## Job Description

### Director of Accounting

The Director of Accounting plans and implements financial and general administration; ensures the sound administration of the organization's financial records; and manages human resources, payroll, and benefits for the Austin and Houston operations. The Director of Accounting participates in setting policy, program implementation and evaluation, and fiscal oversight of all corporate activity. He or she reports to the Executive Director and is supported by Capital IDEA's consulting CPA firm.

- Oversee daily accounting procedures, recommend appropriate policies, and establish internal controls to safeguard and grow the assets of Capital IDEA. Includes preparation of monthly financial reports, payroll, and other routine finance, budget, and accounting functions.
- Supervise accounting staff.
- Orchestrate the creation of the annual budget by working with department Directors, Executive Director, and Board Audit and Finance Committee.
- Provide weekly projections based on actual income and spending throughout the fiscal year.
- Work with the Executive Director and staff on planning and implementation of financial systems and administrative plan for future growth
- Serve as staff liaison to the Audit Finance Committee by presenting monthly financial reports, both actual and projected
- Plan and implement payroll and benefits program in conjunction with Capital IDEA's Professional Employer Organization, including insurance, 401K, and personnel actions.
- Supervise and monitor the documentation and implementation of all accounting policies and procedures
- Maintain all legal documents (articles of incorporation, bylaws, contracts, grants, etc)
- Work with CPA firm on preparation and submission of annual tax return.
- Schedule annual audit and supervise preparation of audit work papers.
- Serve as Complaint Monitor for participant and personnel grievances.
- Exceed team performance goals and models exceptional behaviors as they relate to the organization's core values and operating agreements
- Performs other duties as assigned.

#### Minimum Qualifications

Bachelors in Business, Accounting or related field required. CPA preferred. Experience in non profit fund accounting may be substituted for degree as determined by Executive Director. A minimum of five years experience in finance, budgeting, business/personnel administration in a non profit organization or similar corporate experience required. Experience with advanced accounting software such as MIP or MAS 90 required. Strong communication skills - written and oral required. High attention to detail and superb organizational skills required. Strong focus on deadline priorities. Ability to initiate projects and manage several tasks simultaneously required. Strong Excel skills required. Intermediate experience in other Microsoft Office Suite and Windows applications, Internet, and email required. High professional standards and dedication to staff and participants.