



## **VICE PRESIDENT OF FINANCE AND ADMINISTRATION**

### **Full-time position at the Cibolo Center for Conservation in Boerne, Texas**

The Cibolo Center for Conservation's mission is the conservation of natural resources through education and stewardship. The Cibolo is a 34-year-old, rapidly growing conservation organization with an annual budget of \$2.5M. Operations include a Nature Center, Historic Farm, and Nature Preschool that was opened in 2021. We provide programming for children, youth, adults, and families while protecting and managing two campuses on 160+ acres of natural area. The Cibolo welcomes more than 130,000 visitors annually and provides educational programs to more than 21,000 participants. Our dynamic team of more than 40 staff members brings passion, creativity, and knowledge to all that we do on our beautiful campuses along the Cibolo Creek.

### **SUMMARY**

The VP of Finance and Administration reports to the Chief Executive Officer and acts like their "Chief of Staff". The position oversees accounting, finance, human resources, information systems, and facility maintenance and operations. This role is peer to the Vice Presidents of Development, Education, and Conservation and is critical in providing the necessary infrastructure, procedures, policies, reporting, and communications to ensure proper operation of the organization. The VP of Finance and Administration liaises with the Finance Committee of the Board and assists in presenting operating results to the Board on a regular basis. This role is a key participant in the development of the organization's strategic plan and drives the budgeting and performance review processes annually.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

#### **Finance, Accounting, and Budgeting**

The VPFA will have overall financial management responsibility including the development, review and approval of monthly, quarterly, and annual financial reporting materials and metrics for the staff leadership and Board of Directors. S/he will oversee budgeting, financial forecasting, cash flow and coordination of audit activities as well as accounts payable and receivable. The VPFA will ensure the capturing of key data and processes to demonstrate the relationship between The Cibolo's goals and resulting earned and contributed revenue needs.

Duties include:

- Management of bookkeeping transactions, reconciliation of accounts, processing accounts receivable and payable, payroll and other disbursement checks, etc.
- Partnering in the development of annual and strategic five-year plans and identify possible new processes and approaches to achieve goals
- Ensure efficient and proper support from the external accounting and IT firms
- Develop annual budgets
- Ensure the organization operates in compliance with all IRS 501(c)3 regulations and Generally Accepted Accounting Principles (GAAP)
- Provide accurate financial reporting of the various operating units of the organization and assess their impacts on income and expenses regularly
- Oversee finances and analyze the financial impact from earned revenue activities

#### **Facility Operations, Systems, and Regulations**

The VPFA oversees the buildings and grounds team to ensure the proper maintenance of facilities/campuses, and their general safety and security. Included within this responsibility is the



assessment of risk and the implementation of proactive vs reactive procedures and practices.

Duties include:

- Provide oversight of the building and grounds team
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations
- Ensure that the Cibolo's operations are consistent with its governing documents, policies, and contracts with the City of Boerne and others
- Supervise the contracts and insurance needs of the organization
- Manage organizational and legal risks with policies and procedures developed in collaboration with the staff leadership, Board, and external professional consultants as needed

### **Human Resources**

The VPFA serves as a point person in the organization for Human Resources and will be supported by the CEO and by external consulting as needed. The position serves to create and maintain employee policies and systems for employee onboarding, training, wellness, and performance to create an environment of support to uphold the Cibolo values.

Duties include:

- Maintaining HR processes, procedures, and employee handbook in collaboration with external support as needed.
- Ensure operating policies and procedures are in place
- Management of payroll and benefits
- Onboard new hires with paperwork and other necessary activities in collaboration with staff
- Evaluate HR processes with staff and maintain personnel files
- Oversee continual training and development of employees to include the proper establishment of goals and performance evaluation

### **POSITION QUALIFICATIONS:**

This is an administrative role, and the ideal candidate will have prior technical training in either accounting and/or human resources Experience with a significant nonprofit organization while helpful, is not required. The ideal candidate must be a proven hands-on leader willing to roll up their sleeves and demonstrate the following performance competencies:

- **Business Acumen and Judgement.** Quickly grasp the key business drivers in the organization; makes useful and sensible recommendations in line with prudent risk assessment to include costs, etc.; goes back to core values and principles when making decisions.
- **Independent Thinker.** Can articulate in a clear manner and show good judgement, while learning from prior mistakes and work in a changing/growing environment; must be an effective listener.
- **Results Driven.** Well organized; anticipates issues and can set prudent yet stretch goals; achievement oriented yet a team player; has keen analytic skills, ability to do "deep dives" and is naturally curious; has a learning agility; and is high energy.
- **Leadership.** Developer of diverse teams both internally and externally; can delegate appropriately and has a good sense for the work/life balance; can make difficult personnel decisions and values diversity; is hands-on; and can multi-task.
- **Interpersonal Acumen.** Candid communicator when appropriate and demonstrates cultural astuteness; self-aware and treats people with respect; holds to core values and principles yet has the courage of own conviction; possesses a sense of humor and strong, healthy ego.



*Additional qualifications:*

- Bachelor's degree, advanced degree, and/or CPA preferred
- Experience with audit, legal compliance, and budget development
- Proven effectiveness managing others, empowering them to make decisions. Excellent interpersonal and team skills, extremely collegial
- Experience effectively communicating key data, including presentations to senior management, the Board or other outside partners/influencers/clients
- Success seeing beyond the numbers, identifying trends and new possibilities
- Required proficiency in Microsoft Excel, Word, and Outlook
- Must be able to exhibit high level of confidentiality regarding all aspects of work
- Values diversity of thought, backgrounds, and perspectives
- Exhibit integrity/ethics beyond reproach

**OTHER**

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. The Cibolo is a family-oriented organization with many attractive benefits, including being a valued member of a winning team with an inspiring mission. The Cibolo is prepared to offer a competitive compensation package with base salary and benefits.

**APPLICATION:**

Position will remain open until filled. Please submit a letter of introduction and a current resume to: [hr@cibolo.org](mailto:hr@cibolo.org) with *VP of Finance and Administration* in the subject line.