



Educational First Steps Chief Finance Officer Job Posting

Educational First Steps seeks to create and support high-quality early learning environments that ignite the minds of children from birth to age five. Our early childhood education program—the Four Steps to Excellence—provides evidence-based training, mentoring, and comprehensive resource support, all at no cost to teachers, families, and communities, to help childcare centers achieve national accreditation. In turn, childcare providers deliver the high-quality, high-impact care required to create and support early learning environments that help all children experience an equal opportunity for success.

We are seeking a Chief Finance Officer to join our Executive Leadership Team! This position is ideal for an experienced finance expert eager to grow with an amazing organization.

Job Summary: Reporting to the President and CEO, the Chief Financial Officer is responsible for planning, implementing, managing, and reporting on all agency financial functions. Activities include business planning, budgeting, and forecasting. The Chief Financial Officer serves as the staff liaison to the agency's Board of Directors' Finance Committee.

Position Duties & Responsibilities:

- Monitors and manages all expenses to ensure most effective use of assets.
- Creates and maintains all financial reports, including monthly and year-end financial reports.
- Manages the investment portfolio with the direction of the Board's Finance Committee.
- Prepares all budgets, financial forecasts, and cash flow analyses.
- Reviews, revises, and maintains internal accounting controls and procedures.
- Assists the President and Executive leadership with the development of annual and program budgets.
- Is responsible for data entry into accounting system and integrity of accounting system data.
- Coordinates audit functions and serves as liaison to external auditors for the annual audit and Form 990 preparation.
- Reviews and processes payrolls, including deductions and applicable reports.
- Monitors grant reporting and appropriate release of temporarily restricted funds.
- Makes bank deposits and processes inter-account bank transfers.
- Monitors and makes recommendations for asset retirement and replacement.
- Performs other duties as assigned.

Required Skills & Abilities:

- Flexible and able to multi-task while retaining appropriate detail orientation.
- An excellent communicator with strong oral, written, and presentation skills.
- Keen analytic, organization, and problem-solving skills that support and enable sound decision making in a complex organization.
- Demonstrated resourcefulness in setting priorities and guiding investment in people and systems.

Required Education & Knowledge:

- Bachelor's degree in accounting, economics, or finance.

- Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
- Prior nonprofit finance experience with a successful track record in a senior financial management role for at least 5-plus years.
- Demonstrates experience in financial management and accounting.
- Experience in the nonprofit sector.
- Has expert-level knowledge of QuickBooks, Excel, and other common financial/analytic tools.

Preferred Education & Knowledge:

- CPA or MBA.

Core Competencies:

- **Mission-Focused:** Deep rooted passion for ensuring children have access to high quality early childhood education opportunities.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all members of the team and community stakeholders; and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals that align to creating, resourcing, scaling, and leveraging strategies and innovations for greater impact.
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the organization.

Additional Requirements:

- Has a valid Texas driver's license and proof of current auto insurance.
- Passes an agency-administered, comprehensive background check satisfactorily.
- Is able to speak, read, and write English well.
- Has access to reliable transportation.
- Is able to work occasional evening and weekend hours.

Compensation and Benefits: This is a senior-level, salaried position; compensation is highly competitive. The full benefits package includes health and wellness benefits and paid time off.

Equal Employment Opportunity: Educational First Steps is committed to a policy of equal employment opportunity. Employment decisions are not based on an individual's race, color, religion, sex (which includes pregnancy and pregnancy-related conditions), gender identity, sexual orientation, national origin, marital status, citizenship status, genetic information, age, disability, political belief, membership or application for membership in a uniformed service, or any other unlawful basis.

Working Conditions: This position may include prolonged periods of sitting, standing, working at a computer, and speaking on the phone. Must be able to lift up to 15 pounds.

To apply: Send a cover letter with [salary requirements](#) and resume to Rebecca Farrow, Senior Director of Organizational Effectiveness, at rfarrow@educationalfirststeps.org. No phone calls, please. Position closes when filled.