**Chief Financial Officer, Bush Foundation Standard Job Description**

**Classification Title:** Chief Financial Officer, Bush Foundation

**FLSA Exemption Status:**Exempt

**Pay Grade:** 20

**Job Description Summary:**

The Chief Financial Officer of the Bush Foundation, under general direction, oversees the accounting practices, fiscal records, and financial reports associated with the Foundation.

**Essential Duties and Tasks:**

**30% Financial Management and Compliance**

* Executes financial activity in accordance with internal policies and external regulations.
* Establishes and updates internal controls to ensure financial integrity.
* Coordinates preparation of the annual audit and tax return.
* Oversees compliance with State and Federal regulations, including submission of regulatory filings.

**20% Budget Oversight and Reporting**

* Manages the organization’s budget, including forecasting and financial planning.
* Analyzes financial data to support decision-making and strategic planning.
* Prepares and presents financial reports to leadership.

**10% Contract and Property Administration**

* Reviews vendor contracts to ensure alignment with organizational goals.
* Serves as property manager, overseeing maintenance and operational needs.
* Acts as liaison for human resource matters, supporting staff-related processes.

**10% Program and Internship Supervision**

* Manages the internship program, including recruitment, training, and supervision of interns.
* Coordinates intern assignments and evaluates performance.

**10% Donor and Guest Relations**

* Oversees accounting of major donor gifts to ensure accurate tracking and reporting.
* Provides support for guests of the organization, ensuring a welcoming and professional experience.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Ten years of related experience in accounting to include five years in nonprofit accounting.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Strong verbal and written communication skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**