



<b>Job Title:</b>	<b>Chief Financial Officer</b>
<b>Department/Group:</b>	<b>Finance &amp; Administration</b>
<b>Reports to:</b>	<b>President/CEO</b>
<b>Position type:</b>	<b>Full-Time, Exempt</b>
<b>Annual Salary:</b>	<b>\$100,000 - \$115,000</b>
<b>Supervises:</b>	<b>Yes - 1</b>

**Attention: Our current CFO will retire on March 31, 2026. We are seeking a qualified leader to step into this role as soon as possible to ensure a seamless transition.**

**Position Summary:**

The Chief Financial Officer serves as the organization’s principal financial steward and fiduciary leader, responsible for the integrity, oversight, and execution of all financial, accounting, and fiscal compliance functions. Reporting directly to the Chief Executive Officer, the CFO provides strategic financial leadership while remaining actively engaged in day-to-day financial operations.

In a lean, mission-driven nonprofit, the CFO balances strategy with execution, overseeing accounting, budgeting, cash flow management, audits, grants and contracts, and regulatory compliance. The CFO ensures financial systems are accurate, transparent, and aligned with organizational goals and long-term sustainability.

As a member of the executive leadership team, the CFO partners closely with the CEO and Board of Directors to support informed decision-making, manage risk, and uphold accountability in service of the organization’s mission.

## **Essential Duties and Responsibilities:**

### **Financial Management and Accounting:**

- Oversee and execute all aspects of the accounting cycle, including general ledger management, accounts payable and receivable, payroll processing, and financial reporting.
- Prepare monthly financial statements and analyses, including bi-monthly financial reporting for Board of Directors meetings.
- Monitor, interpret, and present financial results, trends, and variances to the CEO and Board, providing clear explanations and recommendations as needed.
- Prepare and process bi-weekly payroll and ensure timely submission of required retirement plan contributions, including administration of the 403(b) retirement plan and preparation of the annual Form 5500 compliance report.
- Develop, manage, and monitor programmatic and operational budgets in collaboration with the CEO and senior leadership.
- Prepare monthly bank reconciliations and ensure accurate cash management practices.
- Coordinate and manage the annual Single Audit and Form 990 reporting, including the preparation of all PBC Schedules and supporting documentation.

### **Audit, Compliance & Internal:**

- Coordinate and manage the annual financial audit and IRS Form 990 process, including preparation of all PBC (Provided by Client) schedules and supporting documentation.
- Ensure adherence to internal control policies and procedures and promote strong fiscal governance throughout the organization.
- Maintain compliance with applicable federal, state, grantor, and contractual financial requirements.

### **Risk Management, Insurance & Contracts:**

- Oversee organizational insurance coverage, including coordination of annual renewals for general liability, directors' and officers' liability, workers' compensation, and other applicable policies.
- Evaluate insurance coverage, costs, and risk exposure, and provide recommendations to the CEO to ensure adequate protection and fiscal responsibility.
- Review contracts, agreements, and renewals from a financial and risk management perspective to ensure terms are reasonable, compliant, and aligned with the organization's budget and risk tolerance.
- Partner with leadership to assess financial risk and ensure appropriate safeguards are in place.



## **Leadership & Supervision**

- Directly supervise the Fiscal & HR Analyst, providing guidance, oversight, and professional development support related to finance and HR-adjacent compliance functions.
- Foster a collaborative and accountable finance function that supports organizational effectiveness and transparency.
- Contribute as a member of the executive leadership team, supporting organizational planning and cross-functional decision-making through a financial lens.

## **Education and Experience:**

- Bachelor's degree in Accounting, Finance, or a related field required.
- Master's degree, CPA, or other relevant professional certification preferred.
- Minimum of five (5) years of nonprofit accounting or finance experience required; ten (10) or more years of combined nonprofit, corporate, or government financial experience preferred.
- Demonstrated experience with audits, grant-funded environments, and compliance-heavy financial operations.

## **Knowledge, Skills, and Abilities:**

- Strong proficiency in QuickBooks, Microsoft Office Suite, Outlook, Project Management Tools, and intermediate to advanced Excel.
- Solid understanding of GAAP, nonprofit financial reporting, and internal control best practices.
- Ability to analyze complex financial information and communicate it clearly to non-financial stakeholders.
- Strong organizational, problem-solving, and analytical skills.
- Deadline-driven with the ability to manage multiple priorities in a fast-paced environment.
- Ability to think strategically while maintaining attention to detail and operational execution.
- Proven ability to lead, supervise, and develop staff with professionalism and clarity.





### **Current Full-Time Employee Benefits**

- **Medical, Dental, and Vision Insurance:** CTH offers competitive health care coverage, including a \$650 monthly employer contribution toward medical, dental, or vision premiums, and \$300 monthly employer contribution toward dependent premiums.
- **Disability and Life Insurance:** CTH provides voluntary short-term disability insurance and employer-sponsored life insurance of \$20,000, with additional insurance coverage available as employee-paid options.
- **403(b) Retirement Plan:** CTH provides Team Members with a 403(b) Retirement Plan and an employer contribution match.
- **Paid Holidays:** CTH currently provides Team Members with 15 paid holidays each year, including a floating holiday during your birthday month!
- **Paid Time Off (PTO):** Full-time employees immediately accrue PTO upon hire. Accrual rates increase with years of service, and up to 160 hours can be rolled over yearly.
- **Personal and Family Leave:** CTH allows up to 12 weeks of personal or family leave in a rolling 12-month period, including four weeks of paid leave.
- **Flexibility:** CTH allows employees to work in-office or from home daily. However, in-person meetings and on-site presentations are required. General CTH Office Hours of Operation are Monday through Friday, starting from 7:00 a.m. to 9:00 a.m., depending on employee availability and preference.

### **Vehicle/Licenses:**

Must have daily use of a vehicle without prior notice. Must maintain current registration and automobile liability insurance in compliance with Texas Law that allows personal vehicle use for work purposes. Mileage reimbursement is provided.

### **Physical Requirements:**

Physical requirements include occasional lifting/carrying of 10 pounds, maneuvering in public spaces, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate a computer keyboard and essential office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside an office environment or a field environment.

***\*THE EXECUTIVE DIRECTOR MUST APPROVE EXCEPTIONS TO THESE CRITERIA\****





## About Close to Home

Close to Home exists to ensure everyone has a place to call home in San Antonio and Bexar County. As the region's Continuum of Care (CoC) lead agency, Close to Home secures and distributes funding for direct service providers in the housing and homeless community and provides guidance to improve policies and programs. We accomplish our mission by strengthening our coordinated system of care, promoting sustainable strategies, focusing on measurable impact, and advocating for people experiencing homelessness.

### Our Values:

We are *Empowering Partners*. We meet people where they are, lead with trust, embrace differences, and elevate strengths.

We are *Relentless Learners*. We embrace optimism and innovation and dig deep to understand and solve problems.

We are *Resourceful Problem Solvers*. We strive to be subject matter experts and recognize setbacks as opportunities for growth.

We are *Systems Leaders*. We cultivate collaboration and nurture the health of the whole.

We are *All In*. We go "all in" to end homelessness while supporting each other and our community.

**Disclaimer:** Nothing in the job description restricts management's right to assign or reassign duties and responsibilities to this job at any time, for any reason.

### Application Details:

To apply for this position, please submit your cover letter and résumé to [hello@closetohomesa.org](mailto:hello@closetohomesa.org) with the subject line "Chief Financial Officer". Applications will be reviewed on a rolling basis until the position is filled. Close to Home is a 501(c)(3) nonprofit with a mission to ensure everyone has a place to call home in San Antonio and Bexar County. For more information about our organization, visit our website at [closetohomesa.org](http://closetohomesa.org).

Applicant Signature:		Date:	
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*Close to Home is an equal opportunity employer and affords equal opportunity to all applicants for all positions regardless of race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

