



---

## Finance & Operations Manager

**Mission:** Breakthrough's mission is to prepare students who possess high academic potential, but limited educational resources, for competitive high school programs and college admission. In addition, we train talented college and high school students for careers in education.

**Vision:** At Breakthrough Houston, we envision a day when all children will have equitable access to quality education and teachers who are committed to students' academic success.

### Our Programs

**Summer:** The Summer Program runs for 8 weeks and begins with an intense 2 week long orientation for the teachers, followed by six weeks of classroom work for the rising 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade students in literature, writing, math, science and electives. It ends with a 3 day evaluation week for the teachers.

**School Year:** The School Year Program meets 12 Saturday mornings during the school year and includes English and Math classes and tutorials. BTH also provides tutoring for any student making a grade of 80% or below to ensure that each student has the high GPA required for admission to a competitive high school and eventually to college.

**College Bound:** The BTH College Bound Program is part of our six-year commitment to our students. This program strives to ensure that each of our students remains on the path toward college admission with a mentor match program, SAT/ACT prep classes, career and college counseling, and help with resume building.

### Job Title: Finance & Operations Manager

Breakthrough Houston seeks a talented and enthusiastic team member who will be responsible for the day-to-day financial operations (including accounting, human resources, and insurance) of the organization. The ideal candidate has a strong accounting or finance background and is experienced, poised, and able to develop and execute highly efficient, effective systems for managing resources, finances, information, and relationships. The Finance & Operations Manager works collaboratively with all staff, including the development and program teams.

### Principal Duties and Responsibilities:

#### *Finance / Human Resources / Insurance*

- Perform all day-to-day accounting and bookkeeping functions, including maintaining records of expenditures and deposits, processing vendor invoices and ensuring all payments are made in accordance with internal policy
- Prepare monthly financial statements
- Manage human resources, payroll and employee benefits functions with outside vendor
- Conduct and track required background checks for all employees (including seasonal employees) on the Texas Department of Public Safety website

- Provide and monitor budgets and supporting financial information for grant applications and reports
- Oversee all aspects of risk management and commercial insurance coverage
- Work with the Executive Director and Finance Committee to prepare and monitor the annual budget and prepare other long-term forecasts
- Regularly attend monthly Finance Committee meetings
- Prepare financial reports for the Finance Committee and Board of Directors
- Assist outside CPA with the preparation of annual tax filings

#### *General*

- Manage key external vendor/supplier relationships
- Oversee the utilization of food services, transportation, and facilities for summer and after school programming
- Serve as a key member of the executive team that will execute the strategic plan, including plans for growth and expansion
- Develop and maintain office operations and procedures in conjunction with the Executive Director

#### **Qualifications**

- Strong commitment to the mission and values of the organization
- Bachelor's Degree required; C.P.A. a plus but not required
- Strong knowledge of Quick Books and Excel
- Proficient in MS Word and Power Point
- 5+ years accounting/finance experience
- Excellent verbal, written, and visual communication skills
- Ability to work both collaboratively as part of a team effort and independently with minimal supervision
- Willingness and ability to take initiative as appropriate
- Strong desire to learn and grow professionally
- Highly organized with the ability to multi-task and deliver commitments in a timely manner, with exceptional attention to detail

#### **Hours**

- Breakthrough is a fast-paced, needs-responsive environment
- While office hours can be flexible, full-time employees may work more than 40 hours per week on a regular basis
- Occasional evening and weekend work is required in connection with special events

#### **Compensation and Benefits**

- Competitive annual salary, commensurate with qualifications and experience
- Medical, dental, and vision insurance
- Optional 401K plan available

#### **To apply, send resume and cover letter to:**

Kathy Heinzerling, Executive/Program Director, [kheinzerling@sjis.org](mailto:kheinzerling@sjis.org)  
Breakthrough Houston, 2401 Claremont Ln. Houston, TX 77019