



Finance Director

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 7th, 8th and 9th 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 Director

Breakthrough Houston seeks a talented and enthusiastic team member who will be responsible for the day-to-day financial operations 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 Director works collaboratively with all staff, including the development and program teams.

Overarching Responsibilities

The BTH Finance Director will play two inter-related and equally important roles:

- Lead BTH's accounting, bookkeeping and financial planning efforts, including both cash and GAAP financial reporting and BTH's budgetary process
- Support BTH's development efforts through provision of financial data requested by donors and prospective donors.

Additional Detail

- Perform all day-to-day accounting and bookkeeping functions, including maintaining records of expenditures and deposits, and preparing journal entries as needed.
- Process vendor invoices ensuring all payments are made in accordance with internal policy. Obtain and maintain any required W-9's.
- Onboard FT new hires, PT seasonal leadership positions in conjunction with payroll processor (Nextep).
- Coordinate background checks and fingerprinting for all hires.
- Create employee files and maintain separate file of copies and I-9 documents
- Assist with payroll transmission via 3rd party vendor and ensure accuracy and confirm with Executive Director.
- Prepare, distribute and file IRS Form 1096 and 1099 for required recipients
- Act as administrator for credit card program. Review and process monthly employee expense reports in accordance with internal policy.
- Oversee submission of quarterly HISD invoices to HISD Foundation.
- Prepare monthly cash reconciliations and other balance sheet accounts as necessary.
- Prepare quarterly and annual financial statements and report same to the Board.
- Work with Executive Director and Finance Committee, to ensure that internal controls are both in place and documented.
- Prepare, with assistance of outside accounting firm, annual 990 filing
- Provide audit firm with requisite data for, and play a central role in BTH's annual audit
- Work with Executive Director and Finance Committee (and the Development Director as necessary) to prepare and monitor the annual budget and prepare other long-term forecasts.
- Provide historical and forecast financial information in formats as required for grant applications and reports. Information should be provided in a timely manner and within the deadlines set by foundations, recognizing that short turnaround times may be required.
- Provide easily understood translation between BTH's financial reports and other formats as may be required by individual donors or prospective donors, giving consideration to the underlying questions of those donors (eg: ensuring that teacher expenses covered by Americorps grant are understood by funders to be a program expense)
- Reconcile QuickBooks financial database with Salesforce development database monthly to ensure Salesforce funding data is consistent with historical revenue and pledges, allowing quick and consistent access to giving history of individual donors and assessment of trends.
- Oversee all aspects of BTH's financial risk management and insurance coverages (Liability, D&O, and accident); review exposures and ensure cost competitiveness at least annually (including employee benefit plans)
- Prepare reports for Finance Committee meetings and Board meetings as requested by Executive Director and chair of the Finance Committee; record and distribute minutes of the meetings.
- Manage BTH's banking relationships, with view to minimizing cost of transactional products (eg: credit cards) and looking for opportunities to optimize yield on BTH's cash assets, while at times prioritizing safety and liquidity
- Oversee financial aspects of any office leases
- The Finance Director reports to the Executive Director and provides regular reporting to the Finance Committee.

Qualifications

- Strong commitment to the mission and values of the organization
- Bachelor's Degree required; C.P.A. or other accounting designation a plus
- 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@sjs.org
Breakthrough Houston, 2401 Claremont Ln. Houston, TX 77019