



MOSAIC
FAMILY SERVICES

Position: Chief Financial Officer

Supervisor: Executive Director

Program/Dept.: Finance Department

Location: Dallas, TX

Hours: Monday-Friday, 8:45am – 5:15pm

Type: Full-time, 40 hours/week, Schedule hours may be flexible as necessary to achieve department objectives, tasks, activities, responsibilities

Classification: Exempt

Summary

The CFO will provide strategic financial leadership and oversight for the organization, ensuring the effective management of financial resources to support the mission and goals. The CFO will work closely with the executive team and board of directors to develop and implement financial strategies that align with the organization's long-term objectives.

Essential Functions and Responsibilities

1. Strategic Financial Planning:
 - Develop and implement financial strategies, policies, and plans that support the organization's strategic goals.
 - Lead long-term financial planning and forecasting efforts.
2. Financial Leadership:
 - Provide leadership to the finance team, fostering a culture of excellence, accountability, and continuous improvement.
 - Serve as support/advisor to the ED and board of directors on financial matters.
3. Budget Management:
 - Prepare for annual budget and ensure alignment with strategic goals.
 - Monitor budget performance and provide regular updates to the executive team and board.
4. Grants Management:
 - Collaborate with the development team on the private grant applications and financial reports.
 - Ensure compliance with grant requirements and manage grant reporting.
 - Oversee the grant management process.
5. Risk Management:
 - Identify and manage financial risks.
 - Ensure compliance with all financial, legal, and regulatory requirements.
6. External Relations:
 - a. Represent the organization to external stakeholders, including grantors, auditors, banks.
 - b. Oversee the preparation of financial statements and reports for external stakeholders.
7. Other tasks assigned by Supervisor.

Qualifications and Skills

Required

- Bachelor's degree in Finance, Accounting, Business Administration, or related field.



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- Minimum of 7 years of experience in financial management, with at least 5 years in a leadership role.
- Strong understanding of nonprofit financial management, accounting principles and practices, revenue management, grant management, and financial reporting.
- Proven ability to develop and implement financial strategies.
- Excellent analytical and problem-solving skills, with keen attention to detail and accuracy.
- Excellent communication and interpersonal skills.
- Ability to multitask and work independently in a fast-paced work environment.
- Comfortable working with a culturally diverse team.
- Strong proficiency in financial management systems, Microsoft Word, Excel, PowerPoint, and computerized accounting systems (e.g., QuickBooks, Expensify).

Preferred

- Master's degree.
- CPA or CMA certification.

Salary: \$110,000+ annually DOE

Benefits:

- Health, Dental, and Vision insurance
- Life and AD&D insurance
- Employment Assistance Program (EAP)
- Employee discount program
- Retirement matching
- Paid Time Off, Holidays and Parental Leave

ABOUT MOSAIC FAMILY SERVICES

Mosaic Family Services is a nonprofit community-based organization that provides culturally and linguistically competent services to refugees and immigrants in crisis. We transform, empower, and rebuild our clients' lives through culturally competent services.

DEI Statement

Mosaic is dedicated to fostering a culture of inclusion, diversity, and belonging where everyone feels engaged, respected, and valued. We do not discriminate based on race, color, creed, religion, national origin, gender, gender identity, sexual orientation, age, familial status, or disability.

We encourage applications from traditionally underrepresented communities including BIPOC, LGBTQIA2S+, people with disabilities, veterans, multilingual individuals, and especially individuals with lived experiences similar to our client populations.

To apply to this position, please send cover letter and resume to hr@mosaicfamily.org.