



Director of Finance

Full-Time / Exempt

Salary: \$120,000 - \$150,000

Location: Houston, TX

Travel Expectation: Minimal

Report to: President and CEO

The Kidney Cancer Association (KCA) is looking for the newest member of our leadership team. Established in 1990, the KCA is the leading renal cell carcinoma advocacy organization, providing education, research, and advocacy to the medical community, patients, and caretakers. While having an established and reputable identity, the Kidney Cancer Association has recently launched new priorities under new leadership. The new era for the KCA contains ambitious goals, and this position is crucial in fulfilling those strategic objectives.

This candidate will be instrumental in taking the Kidney Cancer Association into the next phase of kidney cancer research. The Director of Finance is responsible for the financial health of the organization. By combining strategic and operational goals, the Director of Finance manages the accounting and economic aspects of the organization by enforcing a financial and investment strategy aimed toward profitable long-term growth. Additional duties include overseeing the finance team, conducting financial assessments, generating reports, establishing and actively managing company budgets, conducting risk assessments on business initiatives, and providing financial guidance to the CEO, Board Treasurer, Finance & Audit Committee and KCA Board of Directors.

Responsibilities

- Oversee financial operations of the organization
- Direct financial planning and strategy by assessing, managing, and minimizing risk
- Lead the annual budgeting and planning process in conjunction with the CEO; administer and review all financial plans and budgets; create projections and monitor progress and changes and produce monthly budget versus actual reports
- Work closely with team in forecasting and scenario planning to help optimize the KCA's strategic, operational and portfolio decisions
- Collaborate with accountant/bookkeeper and all team leads to maintain an accurate monthly snapshot and reconciliation of each division's proposed vs actual budgets, in addition to the overall budget
- Develop appropriate investment strategies and oversee their implementation
- Conduct analysis of financial risks and benefits on business initiatives

- Oversee insurance and risk management
- Prepare, analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements to senior management and board of directors
- Develop, update and implement all necessary business policies and accounting practices; periodically update the organization's accounting manual
- Responsible for managing and executing tax functions, including preparation of IRS Form 990, overseeing external annual audit, recommending appropriate auditing firms to the Board for approval, reviewing firms' performance, and reporting back completed audit findings to leadership and the Board of Directors
- Serve as point of contact and relationship manager to KCA's external investment advisor
- Act as staff liaison and work closely with the Board Treasurer and Finance & Audit Committee
- Remain up-to-date on best practices in nonprofit finance, business systems and internal control measures, and state and federal law regarding nonprofit operations
- Manage and train accounting staff
- Performs other duties as assigned

Education and Experience Required

- A bachelor's degree in finance or accounting is required; a master's degree in business administration (MBA) or a professional designation such as certified public accountant (CPA) or certified management accountant (CMA) is preferred.
- 7+ years' financial management experience required; minimum 3 years in nonprofit accounting preferred (e.g. revenue recognition, public support testing, 990 reporting)
- Strong knowledge of project-based accounting software
- Impeccable mathematics and analytical skills
- The ability to work independently in an entrepreneurial environment

Knowledge and Skills

- An authentic passion for our mission
- Familiarity of principles related to non-profit donations
- Ability to analyze complex financial data
- Superior written and verbal communications skills, with the ability to translate financial concepts to laypersons
- Strong attention to detail and organization skills
- Strong aptitude for math
- Broad knowledge of accounting and investment principles

Interested candidates should e-mail resume and cover letter to arandolph@kidneycancer.org.