



CentralHouston

**Job Position: Director of Finance Central Houston, Inc.**

**Central Houston, Inc.** is an advocate for downtown's development and revitalization. Central Houston, in association with its affiliated entities – the Houston Downtown Management District, the Downtown Redevelopment Authority, and Central Houston Civic Improvement, Inc., has facilitated many of the public and private projects that have transformed downtown since the mid-1980's.

Central Houston, Inc. works with its membership, consisting of leaders in the business community, to provide research, planning and advocacy to encourage economic development and improve the quality of life in downtown.

The Houston Downtown Management District levies an assessment on all property in downtown setting several important goals with quality of life as the underlying theme: building a lasting constituency for downtown; recruiting investors, retailers and tenants while retaining those already downtown; making downtown clean, safe and attractive; and promoting downtown as the place to live, work and play.

The Downtown Redevelopment Authority is a not-for-profit local government corporation. The primary goals of the Authority are to alleviate blight and to encourage sound growth of the residential, retail, and commercial sectors in downtown through the design and construction of improved streetscape enhancements, pedestrian amenities, public infrastructure upgrades, parkland improvements, and historic preservation.

Central Houston Civic Improvement, Inc. is a 501(c)(3) charitable organization tasked with raising funds for specific projects to improve the physical realm and quality of life in downtown.

Central Houston is the primary provider of personnel to these four entities and is an equal opportunity employer, encouraging applicants from a diversity of backgrounds.

**DESCRIPTION**

Seeking a qualified professional to lead the finance, accounting, and business planning functions as a key member of the organization's leadership team for the four entities managed. The best candidate for this position would be an individual that is comfortable getting into the details necessary to prepare financial statements but at the same time can see the big picture and provide forecasting and business analysis to help the management team make sound financial decisions. This position reports to the Chief Operating Officer and has two direct reports.

**RESPONSIBILITIES**

- Prepares monthly/quarterly financial statements.
- Prepares the annual budgets, management reports which track budget to actual performance and makes budget presentations to the boards/committees as needed.
- Manages the audit engagement process including facilitating Budget & Finance/Audit Committee meetings of the boards, selection of the audit teams, and successful/timely completion of the audit reports.
- Prepares cash flow forecasts and advises management on decisions regarding funding availability.
- Oversees the daily accounting, treasury management, and accounts payable/receivable functions.
- Responsible for tracking and verifying payments required under the organizations' various grant programs and major contracts.
- Oversees preparation of tax compliance including payroll tax filings, annual non-profit federal income tax returns, and year end W-2/1099 reporting.
- Oversees payroll accuracy and compensation changes.
- Oversees internal controls to ensure checks and balances are in place and working properly.
- Maintains banking relationships.

- Oversees debt compliance on bonds issued.
- Prepares Disadvantages Business Enterprise program quarterly reports.
- Acts as a point person for property & casualty insurance procurement/claims.
- Participates on the Investment Committee for the organization's 401K plan.
- Provides training and mentorship to accounting personnel.

## **QUALIFICATIONS**

- Bachelor's degree in Finance or Accounting, CPA required, MBA preferred.
- 2-5 years public accounting experience.
- 5-10 years controller experience with a small to medium-sized company.
- Prior non-profit/governmental accounting experience preferred but not required.
- Strong computer skills including accounting software, Excel, and PowerPoint required.
- Strong communication skills. Confident in making presentations to internal leadership as well as a board of directors, community stakeholder groups and business leaders.
- Successful track record of working collaboratively and conservative stewardship of financial resources.
- Familiarity with downtown a plus.

Salary is dependent upon experience. Full benefits including a 401K plan are offered. Interviews are by appointment only. No telephone calls, please. To apply for this position, email resume and a cover letter to Jackie Traywick, Chief Operating Officer at [jstraywick@centralhouston.org](mailto:jstraywick@centralhouston.org).