



## **PROJECT ROW HOUSES**

### **PROJECT ROW HOUSES (PRH)**

**POSITION: Director of Finance**

**STATUS: Full-time Exempt**

**Project Row Houses** is seeking a **Director of Finance** to join our team. Reporting to the Chief Operating Officer (COO), the Director of Finance will lead finance operations, and be a member of the Senior Leadership Team. Responsibilities will include managing day-to-day finance operations including functional responsibility over budgeting, accounting, banking, accounts payable, accounts receivable, audit, payroll and grants administration. The Director of Finance will ensure that PRH has the procedures in place to support strong internal controls and accurate GAAP reporting.

**Project Row Houses** is a community platform that enriches lives through art with an emphasis on cultural identity and its impact on the urban landscape. We engage neighbors, artists, and enterprises in collective creative action to help materialize sustainable opportunities in marginalized communities. Project Row Houses occupies a significant footprint in Houston's Historic Third Ward, one of the city's oldest African-American neighborhoods. The site encompasses five city blocks and houses 39 structures that serve as home base to a variety of community enriching initiatives, art programs, and neighborhood development activities.

**HOW TO APPLY:** For confidential consideration, please submit your cover letter, resume, and three professional references to [mbossin@projectrowhouses.org](mailto:mbossin@projectrowhouses.org). No phone calls please. Applicants whose candidacy is being considered will be contacted. We are looking to fill this position as soon as possible and candidates will be considered on a rolling basis.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Accounting/Finance:** Ensures that daily financial service operations of the organization are carried out in an efficient, effective and timely manner with adequate internal controls and cost containment programs.

- Lead transition of accounting & bookkeeping functions from external firm to in-house operations
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Ensures appropriate use and maintenance of accounting software and completes all accounting activities.

- Implements and documents all banking activities to ensure reasonable fees, rate of return and risk.
- Responsible for accounts receivable and accounts payable, ensuring proper reporting of revenue and appropriate controls of payables
- Prepare and post monthly journal entries
- Perform various monthly reconciliations and lead monthly close process

**Payroll & Benefits:** Oversees payroll production and all related activities including updating of hire/termination dates, pay rates, leave accrual and use rates and balances, payroll deductions.

- Maintains timely and accurate production of all payroll processes with payroll processor
- Maintains relationship with PEO provider
- Assist with employee benefits administration

**Financial Analysis, Budgeting and Reporting:** Prepares and interprets financial reports for internal management and the board of directors, responsible for preparation, monitoring and revision of the organization's annual operating budget and cash flow projections.

- Keeps current on rules and regulations of funding sources for appropriate financial administration of grants and contracts

**Internal Controls and Audit:** Maintains accounting and financial management policies for review and approval by the COO, ED and the Board of Directors.

- Protect assets by establishing, monitoring and enforcing internal controls
- Manage audit process with external auditor, and provide all necessary support

**Grants:** Works closely with Development Department to support with grant applications and reporting. Responsible for all financial grant tracking in Quickbooks.

**Board Relations:** Supports the work of the Finance Committee.

Other duties that may arise from time to time in support of the mission.

**KNOWLEDGE, SKILLS, AND ABILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items listed below are representative of the knowledge, skills, and/or abilities required.

- High level of proficiency with Microsoft Office (Excel, Word, Outlook, Sharepoint, etc) and QuickBooks
- Strong knowledge of accounting principles and procedures
- Payroll administration
- Self-starter with excellent problem-solving skills
- Strong interpersonal and communication skills
- Ability to translate complex financial concepts to individuals at all levels
- Ability to prepare budgets and financial reports
- Knowledge of grants management as it relates to compliance and reporting to government, corporate and foundation grants

- Passion for the mission, vision, and values of Project Row Houses.

## **EDUCATION/EXPERIENCE:**

Minimum qualifications:

- Bachelor's degree in Business, Management, or Finance
- A minimum of seven years of financial management/accounting experience
- Solid experience managing reporting, budget development and analysis, accounts payable and receivable, general ledger, and payroll
- Previous experience should include external audit

Preferred qualifications:

- CPA and/or MBA strongly preferred
- Finance/accounting experience in a non-profit organization

## **WORKING CONDITIONS: (PHYSICAL DEMANDS, TRAVEL, HOURS, AND ENVIRONMENT)**

- This is a full-time exempt salaried position with benefits.
- Characterized as primarily sedentary work in an indoor office environment requiring exertion up to 10 pounds of force to lift, carry, push or otherwise move objects.
- The position is not likely to require travel outside the greater Houston area.
- PRH is currently operating on a hybrid schedule; this position is expected to be in the office at least two days per week.
- Some evening and weekend work may be required.

## **ORGANIZATIONAL RELATIONSHIPS**

Reports to: COO

Supports: All departments & Board of Directors

Peer collaboration/communicates with (internal, external): Coordinate closely with external accounting firm during transition period to bring functions in-house; maintain relationships with banking & lending institutions; work with PEO representatives.

**Project Row Houses is an equal opportunity employer** in all positions, programs and services without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.