

**E3 Alliance Director of Finance
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=245471>

Downloaded On: Sep. 26, 2024 11:40pm

Posted Sep. 19, 2024, set to expire Nov. 29, 2024

Job Title	E3 Alliance Director of Finance
Department	Finance
Institution	Austin Community College Austin, Texas
Date Posted	Sep. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Accounting & Finance
Apply Online Here	https://apptrkr.com/5651461
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Job Description	

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E3 Alliance Director of Finance

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)



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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

E3 Alliance Director of Finance

Job Description Summary:

The Director of Finance plays a vital role in the financial management and strategic direction of E3 Alliance, a non-profit organization dedicated to advancing its mission of using data and collaboration to transform education systems for student success. Reporting directly to the Executive Director (ED) and managing a dedicated finance team, the Director of Finance is responsible for overseeing all accounting, budgeting, and reporting functions, as well as bank, audit, and tax activities.

Job Description:

About E3 Alliance:

E3 Alliance is a nonprofit organization leading the charge in the relentless pursuit of education transformation for Texas students. Founded in 2006, E3 Alliance is a Texas-based education collaborative that leverages data to serve as a catalyst to impact educational outcomes for all students—cradle to career. Partnering with school, community, and business leaders, E3 Alliance brings together

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diverse voices to collaborate and build a strong, equitable education pipeline that delivers a trained and educated workforce while creating long-term, systemic change.

Our Core Values: Collaboration | Data-driven | Equity | Learning | Relentless

E3 Alliance is an equal opportunity employer and has a Best Place for Working Parents 2024 designation for the 4th year in a row.

At E3 Alliance, we value both the effectiveness of remote work and the importance of in-person collaboration. E3 Alliance offers the flexibility of working remotely with some regularly scheduled and ad hoc meetings and initiatives requiring time in-person in the office with team and community partners. All staff must live in the greater Austin

Job Overview

The Director of Finance plays a vital role in the financial management and strategic direction of E3 Alliance, a non-profit organization dedicated to advancing its mission of using data and collaboration to transform education systems for student success. Reporting directly to the Executive Director (ED) and managing a dedicated finance team, the Director of Finance is responsible for overseeing all accounting, budgeting, and reporting functions, as well as bank, audit, and tax activities. The Director of Finance is a key advisor to the Leadership Team and contributes significantly to the development and execution of E3's strategic objectives, with a primary focus on ensuring the financial sustainability of the organization. Additionally, the Director of Finance facilitates the activities of the standing board Finance Committee, guiding financial decisions aligned with the organization's mission.

Duties and Responsibilities:

Executive and Organizational Support

- Provide expert financial advice to the President/Executive Director and senior management on financial planning, budgeting, cash flow management, banking, investment priorities, and financial policies.
- Maintain transparent communication channels with the President/ED, ensuring timely updates on critical financial matters.
- Deliver clear and concise financial reports and financial updates to the Board of Directors and Finance Committee during meetings.

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- Contribute actively to the development of E3 Alliance's strategic objectives, emphasizing strategies that enhance the organization's financial health and sustainability.
- Assist in managing contracts and agreements as necessary including: reviewing or initiating new/renewal agreements with vendors, academic institutions, partners, or other stakeholders.
- Foster a culture of fiscal responsibility; implementing and overseeing efficient and effective financial processes and internal controls for the organization.

Finance and Accounting

- Act as the primary liaison for external financial matters, including banking relationships, insurance, and audit/tax engagements.
- Ensure the accuracy and timeliness of all accounting, budgeting, and financial reporting activities, including maintaining comprehensive financial dashboards.
- Maintain accurate and complete financial data in the accounting system, overseeing or performing daily and periodic activities such as journal entries, invoicing, payments, reconciliations, and period closings.
- Collaborate with HR on compensation planning for new hires and existing staff members, ensuring alignment with budgetary constraints and organizational goals.
- Prepare annual incentive proposal based on financial performance of the organization fostering a culture of performance-driven incentives.
- Provide financial data for grant applications, budgets, and reports, collaborating closely with grant leads to track, manage and report grant expenditures.
- Prepare and process checks, bank ACHs, and supporting documentation.
- Manage the invoicing process for pledges, sponsorships, grants and services, tracking payments, and following-up on payment delinquencies.
- Lead the audit and tax return internally, preparing supporting schedules and fulfilling documentation requests.

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- Manage vendor set-up and annual 1099 preparation, ensuring compliance with regulatory requirements.
- Support the Development team with accounting guidance for fundraising events and handling night-of cash or check donations
- Maintain well-organized, secure and complete digital financial files and current process documentation

People Management

- Foster the professional growth and development of staff through mentoring and collaborative support, assigning accountabilities, setting objectives, establishing priorities, and monitoring outcomes.
- Conduct staff training on expense reporting, budget management, and other financial activities.

Qualifications:

Education

- Bachelor's degree in Accounting, Finance, or a related field; CPA or advanced accounting degree preferred.

Experience

- Minimum of 10 years of progressive accounting experience, preferably in the nonprofit sector.
- Strong knowledge of Generally Accepted Accounting Principles (GAAP) and nonprofit accounting standards.
- Extensive experience in preparing nonprofit financial statements and effectively presenting financial data through dashboards.

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- Proficient in managing nonprofit financial audits, preparing Form 990 and 1099s.
- Skilled in daily and monthly financial processes such as Accounts Payable, Accounts Receivable, and check/ACH processing.
- Proficient in periodic processes including journal entries, staff allocations, period closing and opening, fund balance updates, and bank reconciliations.
- Demonstrated ability in developing grant budgets and generating comprehensive grant financial reports.
- Proven experience accounting and reporting on various funding types including single and multi-year grants, fee for service revenue, sponsorships, and contributions
- Experience budgeting and accounting for multiple business areas and allocating shared expenses
- Proficiency in using financial software applications, Microsoft Office Suite (Office 365, Outlook, Word, Excel, PowerPoint, OneDrive), and Adobe, with a proven ability to learn new technologies.
- Experience in accounting and tax reporting for fundraising events, ensuring accurate financial tracking and reporting.
- Proven track record in effectively managing both self and accounting staff to meet deliverables and deadlines, with strong project management skills.

Preferred Qualifications

- Federal grant experience
- Time tracking methods for staff allocations to funding sources
- Experience with earned revenues
- QuickBooks Desktop for Nonprofits
- Experience with financial system implementation and migrations

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Required Specific Skills

- Excellent analytical and problem-solving skills, with a keen attention to detail.
- Ability to work collaboratively in a team-oriented environment.
- Self-directed.
- Strong communication skills, both verbal and written, with the ability to present financial information to non-financial stakeholders.
- Recognition and respect for diversity of culture and background.
- Commitment to the mission and values of E3 Alliance

Compensation and Benefits

E3 Alliance is supported by founding partner Austin Community College District (ACC), and through this partnership utilizes ACC payroll and human resource systems. Through ACC, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

Salary Range: \$110,000 - 130,000

- Salary based on experience and expertise
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits
- E3 Alliance is unable to support candidates who require sponsorship to work in the United States
- This position is grant-funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position



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To be considered for this position applicants must:

- Upload your resume and cover letter when submitting your ACC application
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#)



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Number of Openings:

1

Job Posting Close Date:

October 2, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/E3-Alliance-Director-of-Finance_R-6673

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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