



Vice President of Finance and Administration

ORGANIZATION OVERVIEW

The North Houston District is a management district that advocates for projects and services that attract the best in commercial and residential life to our appealing, safe, accessible and green activity center.

The District was originally created as the Greater Greenspoint Management District in 1991 after property owners in the north Houston area successfully petitioned the Texas Legislature to form the organization to supplement existing government services and advocate for the District's needs and growth. The North Houston District leverages public and private partnerships to provide enhanced services in public safety, planning and development, beautification and maintenance of public rights of way, and development of parks and trails.

We advocate for the area to promote quality growth and services that enhance our property values and our appeal as a place to live, work, visit and invest.

Throughout the years, the District has leveraged millions of dollars to bring much-needed public projects to the area, sometimes with a financial commitment, but just as often with expertise, time, credibility, innovation and strategic partnerships.

Visit us at <https://www.northhouston.org/>

POSITION OVERVIEW

The Vice President of Finance and Administration serves as a key member of the executive team leading and shaping financial and administrative strategies to advance the mission of the North Houston District. Reporting to the District President, the Vice President of Finance and Administration oversees all day-to-day and annual finance, human resources and administrative functions, analyzing trends, providing sound advice and courses of action to foster continuous improvement in support of the District's mission.

Ideal candidates for this role are strategic and innovative, passionate about service, and have experience with government or non-profit organizations.

FOCUS AREAS AND ESSENTIAL DUTIES

Business Planning and Strategy

Works closely with the District President and Executive Vice President to develop and implement financial, human resources and administrative policies and practices for the organization.

- Oversees long-term budgetary planning and cost management in alignment with the District's Service Plan



- Engages in cross-departmental collaboration that ensures financial solutions to support strategy and operational/service delivery
- Reviews and makes recommendations regarding operational efficiencies of financial, human resources and administrative policies and practices
- Conducts research and provides recommendations for improvement of business practices, strategies, or initiatives
- Monitors outstanding legal matters of the District that might impact financial, administrative or human resources functions of the District

Finance and Accounting

Oversees range of financial management responsibilities from daily operations to high-level management including compliance with all accounting and financial management procedures of the District and working closely with District's accountant.

- Oversees and leads annual budget and planning process in conjunction with the President and Executive Vice President
- Monitors District revenue streams, especially assessment revenue, and provides projections and reports to President
- Monitors operating budget of the District, Greenspoint Community Partners, and various grant and special revenue accounts of the District
- Schedules and oversees annual audits of District and various grant programs
- Monitors District's Accounts Payable and Accounts Receivable, as well as accounting functions required for preparation of monthly financial statements
- Maintains and monitors property and liability insurance with Texas Municipal League, including the preparation of rating information, notification of policy changes, settlement of claims, and payment of premiums
- Supervises miscellaneous banking responsibilities

Human Resources Administration

In partnership with the President, District staff (as appropriate) and the District's HR and Legal consultants, oversees the District's HR functions, including personnel management and policies; recruitment; hiring; compensation; benefits administration and oversight; new employee orientation; and payroll administration.

- Advises and consults with management and staff on personnel and management issues, policies and procedures
- Oversees salary administration, including preparation of payroll, payroll deductions and allowances, payroll tax deposits, and required payroll reports to IRS, Texas Workforce Commission, etc.
- Oversees benefits administration, including Insurance, Deferred Compensation, Cafeteria Plan and Wellness Program
- Reviews employee mileage and expense reports and travel advances
- Coordinates new hire reporting and processing
- Maintains and manages all District personnel records
- Oversees the District's workers' compensation program



General Administration

In partnership with the President and Executive Vice President, oversees the general administration and management of the District, including:

- Board Relations
 - Oversees Board Meeting process, including scheduling, meeting preparation and logistics
 - Maintains records pertaining to the Board of Directors and Executive Committee, including historical records, minutes, resolutions, required statutory filings, etc.
- Office Administration
 - Administers contracts and oversees purchase, service and maintenance of information technology systems, office automation systems and equipment and related service contracts
 - Maintains physical inventory of District offices and storage
 - Supervises day-to-day responsibilities, including office lease, parking, building access, automated telephone system, visitors, mail, deliveries, office repairs and maintenance
 - Oversees purchase of office furniture, furnishings, and supplies for the District office
- Records Management
 - Maintains and manages District's Records Management program and monitors compliance with Local Government Records Acts
 - Monitors regulations and reporting requirements of Secretary of State, Texas Commission on Environmental Quality (TCEQ), City of Houston, and other regulatory agencies
 - Maintains records of District's property owners in conjunction with Harris County Appraisal District lists provided by District's Assessor-Collector
- Schedules and coordinates annual Public Hearing to Supplement the Assessment Roll

QUALIFICATIONS AND COMPETENCIES

- Bachelor of Business Administration, Accounting, or related field; MBA or MPA a plus
- 7+ years of experience in a senior financial management role preferably in a government entity or non-profit organization with a budget over \$5M
- Experience in or knowledge of managing multiple fund sources, including grant compliance and reporting
- Experience partnering with senior leaders and/or executive staff, resulting in the development and implementation of creative financial management strategies
- Experience collaborating with executive staff, directors, boards, and/or commissions
- Experience in Human Resources administration including benefits, payroll and salary administration
- Experience and knowledge of best practices in business planning, records management, and office administration including vendor contracts
- Excellent oral, written and presentations skills
- Excellent interpersonal skills and ability to develop rapport and maintain strong working relationships with both internal and external stakeholders
- Demonstrated capacity to think strategically, innovatively and execute on plans and ideas
- Hands-on approach to problem solving and service delivery



WORK ENVIRONMENT

Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions.

EQUAL OPPORTUNITY EMPLOYER

The North Houston District is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

COMPENSATION:

Commensurate with experience

TO APPLY:

Please send cover letter, salary requirement and resume to: gsimpson@northhouston.org