



JOB ANNOUNCEMENT

Director of Finance, Houston (Full-Time)

About Brighter Bites

Brighter Bites is a nonprofit that creates communities of health through fresh food with the goal of changing behavior among children and their families to prevent obesity and achieve long-term health. Brighter Bites is an evidence-based, multi-component elementary school, preschool, and summer camp program that provides reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food.

Since 2012, Brighter Bites has provided more than 17 million pounds of produce and 100,000s of nutrition education materials to more than 53,000 families and teachers in Houston, Dallas, Austin, New York City, Washington, D.C., and Southwest Florida.

Role

The Director of Finance will serve as the primary advisor to the Executive Director on financial matters and will be responsible for overseeing all fiscal and fiduciary responsibilities. The Director of Finance will combine operational and strategic roles, manage accounting and financial control functions, and establish a financial strategy for the profitable long-term growth of Brighter Bites.

Responsibilities

- Responsible for budget preparation, financial reports, auditing, and cash management.
- Develop timely and accurate financial statements and accounts that are maintained in accordance with generally accepted accounting principles (GAAP) appropriate for a non-profit organization.
- Manage the day-to-day accounting duties including accounts payable, chart of account, reconciliations of accounts and the general ledger.
- Prepare monthly financial reports for all programs.
- Assist external auditors with financial and regulatory audits.
- Perform monthly cash projection.
- Prepare and update the organization's annual budget.
- Manage and analyze all financial information for current grants and grant proposals.

The better we nourish, the brighter we flourish.

HOUSTON · DALLAS · AUSTIN · NEW YORK CITY · WASHINGTON, D.C. · SOUTHWEST FLORIDA

WWW.BRIGHTERBITES.ORG

Requirements

- Bachelor's Degree in Finance, Accounting or related field (Master's degree desirable)
- Minimum 5+ years financial management or accounting experience.
- Experience in non-profits and/or government grants highly preferred.
- Demonstrated knowledge and experience with QuickBooks.
- Proven financial, budgetary and capital planning expertise is required.
- Excellent organizational and time management skills, ability to take initiative and handle multiple projects simultaneously.

*To apply, please send resume and cover letter to
megan.gayle@brighterbites.org
with "Director of Finance" in the subject line.*