



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

Chief Financial Officer

The Cancer Prevention and Research Institute of Texas (CPRIT) is the second largest public funder of cancer research and prevention activities behind only the federal government. Over the past 15 years, CPRIT has invested more than \$3 billion of Texas cancer bond funds in cutting edge research leading to a significant increase in intellectual property and knowledge related to cancer treatments, cures, and prevention best practices. CPRIT offers an unparalleled opportunity to catalyze discovery and progress in the prevention, diagnosis, and treatment of cancer.

General Position Summary

The Chief Financial Officer (CFO) position requires an individual to perform highly advanced managerial work directing the financial and procurement activities of the agency. Oversees the effective management of CPRIT's financial services including competency in state agency budgeting, accounting, and procurement functions and the capability for day-to-day supervision of agency staff in those disciplines. Accounting functions include both general agency accounting as well as grant accounting. Plans, assigns, and supervises the work of others.

Supports the Chief Executive Officer and Deputy Executive and Chief Operating Officer in fulfilling the agency's mission by providing financial and budgetary reports, information, and advice. The CFO works under the general direction of the Deputy Executive and Chief Operating Officer with extensive latitude for the use of initiative and independent judgment.

Salary Range: \$117,383 - \$174,000/year

Closing Date: August 19, 2024

GENERAL QUALIFICATION REQUIREMENTS:

Experience

Ten (10) years of experience working for a State of Texas agency is required. Must have state agency experience in the following areas: finance, accounting, budgeting, strategic planning, and purchasing/procurement. In addition, five (5) years of staff management experience is required.

Must have experience using the Uniform Statewide Accounting System (USAS) and CAPPS Financials accounting systems.

Experience with bond-financed programs and grant accounting is preferred.

Education

Graduation from an accredited four-year college or university with a degree in finance, accounting, business, public administration or a related field. Experience and education may be substituted for one another on a year-for-year basis.

Knowledge and Abilities

Extensive knowledge of state laws and regulations related to finance, budget control, accounting and operations. Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to oversee the development of policies and procedures; and to plan, assign, and supervise the work of others. Skill in building and leading work teams, managing individual performance; and skill in leading change. Ability to work effectively across organizational boundaries and within a senior leadership team structure. Work experience using State of Texas online accounting systems including the Uniform Statewide Accounting System (USAS) and CAPPs Financials as well as using the Automated Budget and Evaluation System of Texas (ABEST). Should have knowledge of State government procurement and payment voucher rules and regulations. Should have excellent time management, organizational and follow-up skills. Must have good leadership and verbal/written communication skills. Should be an analytical and strategic thinker who can plan, organize, execute and report ideas and results. Skill in handling multiple priorities efficiently. Should be able to perform with a high degree of professionalism, integrity and ethics.

EXAMPLES OF WORK PERFORMED

Manages and directs the fiscal and procurement functions of the agency including accounting, budgeting, purchasing, and contracting for services.

Directs, implements, coordinates, monitors, and evaluates financial policies.

Oversees the agency's financial operations, accounting month and year end close, purchasing/contracts, payment processing, cash management, financial reporting, and budget development and monitoring.

Oversee the development of the statement of services for any procurement solicitation.

Review and approve procurement solicitation documents prior to release to the Comptroller's Office Statewide Procurement Division and through the ESBD.

Approves agency expenditures.

Oversees the preparation of the agency's Annual Financial Report.

Plans and coordinates the annual audit of the agency's financial statements working collaboratively with the independent CPA firm hired to perform the audit to complete the audit.

Oversees the preparation and submission of the agency strategic plan, legislative appropriations request, and operating budget.

Oversees the preparation and submission of agency performance measure reports in ABEST.

Prepares the agency cancer bond forecasts and annual request for financing to the Texas Public Finance Authority and Bond Review Board.

Supervises agency accountants, the grant accounting team, and agency purchaser.

Manages and schedules the Oversight Committee's Audit Subcommittee meetings and coordinates the preparation of meeting materials.

Prepares fiscal note responses to the Legislative Budget Board during the legislative session.

Reviews results of internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance.

May provide legislative and other formal testimony as required.

May represent the agency at business meetings, legislative hearings, conferences, and seminars.

May oversee contract administration, including monitoring contracted service activities and the related budget.

Performs related work as assigned.

Military Occupational Codes:

Access the Military Occupational Specialty (MOS) codes applicable to this position at https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf CPRIT encourages Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above to apply.

Application Instructions:

If you meet the qualifications, complete, and submit a State of Texas application online via the WorkInTexas.com portal. You may also mail the State of Texas application to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711. Overnight and/or hand delivery of the State of Texas application may be made to Cancer Prevention and Research Institute of Texas, Human Resources, 1701 N. Congress Avenue, Ste. 6-127, Austin, Texas, 78701.

You may obtain a State of Texas application from <https://cprit.texas.gov/about-us/employment-opportunities/>. CPRIT will accept a résumé only if accompanied by a fully completed state of Texas application. CPRIT may disqualify incomplete applications at the agency's discretion. CPRIT will not accept faxed or emailed applications.

CPRIT is a non-smoking office; the agency is in the Capitol Complex of Austin, Texas. CPRIT currently offers teleworking as an option to employees.

CPRIT is an equal opportunity employer. You may find additional information regarding the Institute's history and operations on the agency's website at <https://cprit.texas.gov/>.