

06/15/2018

Job Seeker's Notebook

Director of Finance



Stephen S. Mabry, CAE
Chief Executive Officer

Texas Lions Camp, Inc. | Kerrville, Texas

June 15, 2018



Texas Lions Camp, Inc.
Corporate Profile

About TLC

Corporate Structure - Texas Lions Camp is a non-profit, Texas Corporation headquartered in Kerrville, Texas. TLC is recognized as a charitable organization under 501(c)(3) of the Internal Revenue Code.

Scope - TLC has more than 26,000 constituents and 3,500 donors who support and provide the resources deployed by the organization. With more than 325 Lions participating on 10 standing committees and a voting board of directors of 92, the governance structure of TLC ranks amongst the largest of non-profit organizations in the US. More than 200 employees and 1,000 volunteers join TLC each summer in order to provide services statewide to more than 1,500 children who have special medical conditions.

Purpose

Mission Statement - The mission of TLC is to provide without charge, a summer camp, for children who have physical disabilities, type-1 diabetes and cancer regardless of race, religion or national origin.

Goal Statement - Our goal is to create an atmosphere wherein children with physical disabilities, type-1 diabetes, cancer and Down syndrome may experience the "Can Do" philosophy and achieve maximum personal growth and self-esteem.

Organizational Values

Purpose - TLC exists in order to invite children - who face tremendous challenges and odds due to their physical disabilities or illnesses - to step into their God-given calling. To operate out of a sense of purpose (a call) while recognizing and calling the potential of others forth are hallmarks of this Value.

Organizational Excellence - A collaborative effort of Extraordinary People, doing Extraordinary things while inviting others to do likewise. We value industry excellence and setting the standard for all other organizations of our scope and type.

We Serve – as a project of Multiple District 2 (the Texas Section) of Lions International, our culture is based upon servant leadership and providing an outlet by which Texas Lions can extend their service to families in their local communities.

Stewardship – Stewardship is twice the responsibility of ownership and requires a greater level of care since we deal with other's valuable possessions. This mission requires that those involved operate out of a servant-mindset and a desire to place the needs of others first.

History

TLC was founded in 1949 in response to the polio epidemic that was ravaging the lives of thousands of Texas children. Recognizing that children were losing a sense of their purpose as a result of low self-esteem, Lions began seeking how to intervene to speak a message of hope. From this simple goal, Texas Lions Camp was born.

(Over Please)

Thankfully, a vaccine was developed for polio which eradicated the disease from North America and opened the door for TLC to broaden its mission and purpose to include children with physical disabilities, cancer and diabetes. In that regard, a program for children with type-1 diabetes was added in the 1970's, a robust leasing program was added in the 1990's and programs for children with cancer and Down syndrome were added in the mid 2000's.

Operations

TLC's operations are comprised of four (4) departments on a year-round basis and an additional three (3) departments during the summer months. Each department is directed by a department head who reports to the CEO if full-time or the Director of Operations if seasonal. The professional staff is comprised of 12-18 professionals and the seasonal staff is generally comprised of 155-185 employees.



Texas Lions Camp, Inc.
Job Description

Job Title: Director of Finance
Department: Administration
Reports To: Chief Executive Officer
Prepared By: Stephen S. Mabry, CEO
Approved Date: July 11, 2018

Summary Description

Applies principles of accounting to accurately record, report and analyze financial information and prepare financial reports by performing the duties listed herein and that might otherwise pertain to the office of Director of Finance.

Qualifications

Education and/or Experience

The following are required to apply for this position:

- Bachelor's in accounting, finance or related field with a preference given for graduate degree(s) or CPA credentials
- Five (5) years-experience in accounting, three (3) of which must have been in the non-profit sector utilizing fund-accounting for multi-million dollar NPO's
- 3-5 years experience successfully leading a team
- Demonstrable capabilities with PC's, networks and the Microsoft 365 Office Suite
- Clear Criminal History & Driving Record that complies with TLC's stated policies for each

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Distributes expenditures, encumbrances, receipts, and receivables according to schedules and due dates.
- Accurately reconciles accounts to bank statements on a regular schedule.
- Performs statistical analyses to determine trends, estimates, and significant changes, and writes narrative reports explaining findings.
- Analyzes financial information detailing assets, liabilities, and capital, and prepares the

- organization's financial statement on a regular, monthly, quarterly and annual schedule.
- Prepares reports which summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
 - Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.
 - Determines proper handling of financial transactions and approves transactions within designated limits.
 - Monitors compliance with generally accepted accounting principles and company procedures.
 - Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
 - Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures.
 - Devises and implements system for general accounting.
 - Makes recommendations regarding the accounting of reserves, assets, and expenditures.
 - Conducts studies and submits recommendations for improving the organization's accounting operation.
 - Collects appropriate data and prepares federal, state, and local reports and tax returns.
 - Cooperates with auditors and provides information, reports and disclosures as requested.
 - Other duties may be assigned.

Supervisory Responsibilities

Is responsible for the overall direction, coordination, and evaluation of the resources allocated to the Accounting Department. Manages one subordinate supervisor who supervises a total of one employee/intern in the Accounting Department. Also directly supervises 1-2 non-supervisory employees and/or interns. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Language Skills - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, donors, vendors, Board Members, and the general public.
- Mathematical Skills - Ability to work with mathematical concepts such as probability and statistical inference, currency, accounting and finance. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Reasoning Ability - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to

interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Computer Skills - To perform this job successfully, an individual should have knowledge of MIP Accounting software or its equivalent; MS Access Database software; Donor Perfect Development software; MS Excel Spreadsheet software and MS Word, Word Processing software; MS Outlook email software and internet browsers.

Temperaments

To thrive in this position, the successful candidate should have and enjoy at least the following temperaments:

- Task oriented with an affinity for repetitive tasks
- Community minded and involved in outside groups
- Appreciation for fun and a curious nature
- Customer Service minded, both internally & externally
- Stellar verbal and written communication skills and desire to convey and receive information to and from internal and external sources
- Ability to make maximum use of digital communications
- Affinity and interests in successful Project Management

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and use hands to keyboard information into computer systems. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment for this position is a professional office and the noise level in the work environment is usually quiet. From time to time, some outdoor work and work-projects are required.

Typical Year at a Glance

Monthly

- Accurately Pay all bills on time
- Reconcile Bank to Book Cash Accounts + Online accounts such as Paypal
- Record transactions through Journal Entry
- Produce accurate financial statements
- Publish, counter-signed, approved financial statements
- Calculate and pay sales tax
- Ensure all digital and hard-copy files are current and filed appropriately with retrieval systems

Quarterly

- Ensure all tax returns are accurate and filed in a timely manner
- Reconcile one bank to book cash account

Annually

- Participate in annual, external audit
- Participate in annual and semi-annual board meetings
- Participate in 3-workdays in March, April & May
- Inventory Store
- Produce and file/distribute 1099 & 1096
- 990 and other financial reports according to their respective due dates

What's on the horizon?

- Master Plan
- Capital Fundraising
- Design
- Construction
- Existing and Expansion of Client Services
- Project Management

Texas Lions Camp, Inc.
Employment at TLC

Abstract

Texas Lions Camp values its employees as one of the most mission critical components of the organization's capacity for mission fulfillment. The goal of the job search, is to evaluate and create appropriate job matches between applicants and the work assignments needed by TLC, Inc. Our experience indicates that when the match is appropriate, both the employee and the organization experience greater fulfillment and success.

At-Will Employment

Employment with TLC is offered At-Will meaning that either the employee or the employer may end the relationship at any time for any reason, or for no reason. A contract of any kind will not be offered, neither express nor implied.

Employment Core Values

As an employer, TLC's CEO values D-E-P-T-H of character and espouses while seeking to ennoble the following Core Values in TLC employees:

- | | |
|------------------------------------|---|
| D <u>rive</u> - | At all times, we relentlessly pursue our mission, bringing all of our giftings, talents, systems and resources to bear to take TLC to the Next Level in its mission. |
| E <u>xcellence</u> - | TLC staff members make excellence, not perfection, their goal. Every encounter or tasks is an opportunity to perform with Excellence and advance the mission. |
| P <u>assion</u> - | Defined as focused enthusiasm for work that occupies thought, motivation, goals, action and outcomes. Few things are ever "good-enough." |
| T <u>eam</u> ² - | TLC employees are in a role that only they can fulfill at the time; therefore, they give it their all for the benefit of others. Successful employees exercise the concept of standing on their own two ² feet as they discharge the duties in their area of responsibility, the goal of which is to pull their weight so that each member can operate within the context of their giftings. |
| H <u>onest</u> - | TLC employees place equal or greater emphasis on the interest of others for the purpose of protection, conservation and growth. Employees are tasked with the stewardship of the interest and assets of the organization and others within the context of service and mission. |

Texas Lions Camp, Inc.
Compensation

Abstract

Texas Lions Camp values its employees as one of the most mission critical components of the organization's capacity for mission fulfillment. The goal of the job search, is to evaluate and create appropriate job matches between applicants and the work assignments needed by TLC, Inc. Our experience indicates that when the match is appropriate, both the employee and the organization experience greater fulfillment and success.

Compensation Package

- 1) Salary, as determined
- 2) Current Benefits, according to their individuals qualifications for participation
- 3) Paid Time Off (PTO)

How Salary is Determined

- 1) Salary Survey and applicant's experience
- 2) Employee salary requirements
- 3) CEO assessments

Current Benefits

Benefit programs change from time to time including premiums, coverages, additions and deletions. Certain criteria described within the respective plans must be met in order to qualify for some benefit plans. Currently, TLC's benefits program include, but may not be limited to the following:

- 1) Employee, Group Health Insurance
- 2) Employee, Group Dental
- 3) Flexible Spending Account
- 4) 401(k) Retirement Plan
- 5) Long-term Disability
- 6) Short-term Disability
- 7) Generous, Paid-time Off Accruals
- 8) Generous, Paid Holiday Schedule

Background Check Authorization

I hereby authorize TEXAS LIONS CAMP or authorized representatives of the company bearing this release to obtain and release any information pertaining to my background, including any of the services noted below, for employment or volunteer purposes. I hereby fully release, indemnify and discharge my prospective employer or other source providing information from any and all claims, liabilities and/or damages arising out of or relating to any investigation of my background for said purposes.

PLEASE PROVIDE 7 YEARS OF RESIDENTIAL HISTORY.
USE ADDITIONAL PAGES IF NECESSARY.

Name _____ Alias/Other _____
(First, Middle, Last - Print Clearly)

Date of Birth _____ Social Security # _____

(1) Current Address _____

City/State/Zip _____ County/Parish _____

Dates at this Address: From _____ To _____

(2) Previous Address _____

City/State/Zip _____ County/Parish _____

Dates at this Address: From _____ To _____

(3) Previous Address _____

City/State/Zip _____ County/Parish _____

Dates at this Address: From _____ To _____

Applicant Signature _____ Date _____

Witness Signature _____ Date _____



Texas Lions Camp, Inc.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Salary Requirements: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for Texas Lions Camp? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

Trade school: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College/University: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College/University: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College/University: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Licenses & Certifications

Please list all licenses or certifications you currently hold or have held:

License _____ From: _____ To: _____ Issued by: _____

License _____ From: _____ To: _____ Issued by: _____

License _____ From: _____ To: _____ Issued by: _____

Certification _____ From: _____ To: _____ Issued by: _____

Certification _____ From: _____ To: _____ Issued by: _____

Certification _____ From: _____ To: _____ Issued by: _____

Certification _____ From: _____ To: _____ Issued by: _____

Certification _____ From: _____ To: _____ Issued by: _____

References

Please list three professional references:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
(optional) (optional)

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
(optional) (optional)

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
(optional) (optional)

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer, Release and Indemnity Agreement

CAUTION: This is a legally binding document.

I understand that an investigative report will be requested for information concerning my character, work habits and abilities, general reputation, criminal history and driving record. And, that such information will be sought through prior employers, references, internet and/or law enforcement agencies. I give my consent, and agree to forever release, indemnify and hold harmless cooperating organizations or persons as well as Texas Lions Camp, Inc. and its employees, servants, directors and officers from any and all liability arising from such investigations and reports.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. Further, I understand that acceptance of an offer of employment does not create a contractual obligation upon Texas Lions Camp, Inc. to continue to employ me in the future and that all employment with the Texas Lions Camp, Inc. is "At Will" which means that either party can terminate the employment relationship at any time with or without cause.

If employed, I agree that the Texas Lions Camp, Inc. may take pictures, use my likeness, audio and/or video recordings of my participation in Camp programs and activities for use in Camp publications that is consistent with the interests of the Camp and that I will not be compensated for such uses. I certify that my answers on this application are true and complete to the best of my knowledge.

Signature: _____ Date: _____