SORRELL

SANTA MARIA

SUCCESS THROUGH RECOVERY

Chief Financial Officer

Sorrell is pleased to partner with Santa Maria Hostel in the search for its next Chief Financial Officer.

Santa Maria Hostel is a Houston area nonprofit that provides critical and life changing services for low-income, indigent women age 18 and above and their children from Harris and the surrounding 12 counties. Serving the community for the last seventy years, Santa Maria Hostel's mission is to empower women and their families to lead healthy, successful, productive and self-fulfilling lives. They do this by offering vital services and life changing support along a pathway to success through recovery.

The women at Santa Maria Hostel face many challenges to their recovery, including histories of trauma, criminal justice and Children's Protective Services involvement, and homelessness or housing instability. Many also have co-occurring mental and physical health issues. Their children and families struggle with these issues as well, and so together, Santa Maria Hostel supports the entire family on their recovery journey.

Ever evolving, Santa Maria Hostel endeavors to meet the needs of those it serves by expanding and refining its continuum of care and delivering services with the highest level of professionalism and compassion. Moving forward, the organization will continue to expand services for the entire family unit, ensuring each family member and the family as a whole is supported and empowered with a strong foundation for success.

For more information, see Santa Maria Hostel's website.

Position Summary

The Chief Financial Officer (CFO) serves as a key member of the executive leadership team and is responsible for the overall financial health, strategy, and fiscal compliance of the organization, which has an annual operating budget of approximately $14 million. The CFO provides strategic fiscal, fiduciary, and financial leadership in alignment with the mission of the organization, ensures sound fiscal management, and maintains the financial systems and controls necessary to support a complex, government-funded, multi-site healthcare nonprofit.

This role requires significant nonprofit sector experience and a deep understanding of the financial, regulatory, and operational needs of mission-driven organizations. The CFO reports directly to the Chief Executive Officer (CEO) and works closely with the Board of Directors and its Finance and Audit Committees to advance the organization's mission while overseeing all fiscal and fiduciary responsibilities. The CFO currently has three direct reports, including a fiscal manager, a purchasing/accounts payable/accounts receivable coordinator, and an accounting/payroll/contracts administrator.

Key Responsibilities

Strategic Financial Leadership

- Partner with the CEO and senior leadership to ensure the financial health and sustainability of the organization and develop and execute strategic, financial, and risk management plans, including economic modeling for program expansion and funding diversification, new sites, and service growth
- Provide financial projections and budget forecasts, scenario planning, and risk-adjusted analysis to support decision-making and sustainable growth
- Advise the Board on financial performance, risks, opportunities, and long-term fiscal health and sustainability
- Provide financial guidance on funding opportunities, ensuring a balance of mission-driven projects and financial sustainability
- Support capital planning, debt management, reserve strategies, and financial analysis related to facility improvements and expansion initiatives

Financial Management & Reporting

- Oversee all accounting operations, including accounts payable/receivable, payroll, general ledger, cash flow, debt, investments, and banking relationships
- Prepare and present accurate, timely financial statements (monthly, quarterly, and annual) in accordance with GAAP and nonprofit reporting standards, including ASC 958
- Develop and monitor key performance indicators across sites and programs; provide variance analysis and corrective action recommendations
- Maintain strong internal controls and ensure that financial policies and procedures are current, documented, and consistently applied
- Oversee treasury management, including bank administration, operating and loan fund cash management, and investment accounts; optimize debt and grant capital in collaboration with the leadership team

Budgeting & Forecasting

- Lead the annual budget development process with program and department leaders; create multi-year projections and forecasts that incorporate risk scenarios, insurance costs, and strategic priorities
- Conduct scenario analysis to support financial planning, resource allocation, and sustainable growth
- Monitor budget-to-actual performance and provide guidance to site and program directors to strengthen financial management and accountability
- Support leaders in understanding and effectively managing their departmental and program budgets

Government Funding & Grant Compliance

- Manage financial reporting for federal, state, and local grants and contracts, including compliance with Uniform Guidance (2 CFR Part 200), cost allocation methodologies, and indirect cost rate requirements
- Coordinate with program staff to ensure proper tracking, documentation, and reporting of restricted and grant-funded resources

- Oversee Medicaid cost reports, reimbursement structures, and other funding-related reporting requirements
- Serve as the primary liaison with government funders and regulatory agencies, ensuring compliance with applicable federal, state, and local requirements

Risk Management & Compliance

- Develop and implement a risk management framework, integrating financial, operational, cybersecurity, privacy, and insurance risks
- Lead identification, assessment, mitigation, and monitoring of key risks (funding volatility, regulatory changes, cyber threats, multi-site operations)

Contractual Insurance Requirements & Renewals

- Oversee the organization's insurance portfolio, broker relationships, renewals, claims management, and risk mitigation strategies
- Ensure adequate insurance coverage is maintained across all organizational operations, facilities, contracts, and programs

Audit & Compliance

- Lead annual independent audit, Single Audit (A-133/OMB Uniform Guidance), IRS Form 990 compilation and review, risk assessments, and insurance compliance reviews
- Ensure compliance with all applicable federal, state and local financial regulations and reporting requirements
- Maintain and strengthen internal controls, allocation methodologies, financial policies and procedures
- Monitor regulatory changes in nonprofit healthcare finance, risk, and insurance; implement strategies to protect organizational assets

Multi-Site Operations

- Support financial planning and accountability for organizational growth, expansion projects, and future site development.
- Implement financial, risk, and insurance reporting systems for multi-site accountability, including integrated billing and cybersecurity tracking
- Develop and implement cost allocation methodologies that accurately reflect multi-site operations and shared services for efficiencies and risk mitigation across locations
- Provide financial tools and support to site leadership
- Develop and maintain financial systems and reporting structures that support accountability across multiple systems

Team Leadership and Development

- Recruit, supervise, mentor, and develop the finance/accounting/risk team; build organizational financial risk literacy
- Foster a culture of accountability, transparency, accuracy, continuous improvement, and collaboration within the finance and accounting team and organization as a whole
- Provide executive oversight of vendor relationships, third-party contract risk assessments, and insurance verification processes in partnership with operational and departmental leadership.

- Partner with Human Resources leadership regarding payroll administration, employee benefits, workforce planning, and annual benefit renewals.
- Build financial literacy with nonprofit mission-driven financial decision-making, focus and culture across the organization

Required Qualifications

- Bachelor's degree in accounting, finance, or related field
- 7–10+ years progressive financial management; 3–5+ years senior nonprofit leadership
- Expertise and demonstrated experience in nonprofit financial management including fund accounting, strong knowledge of government grants/contracts compliance (e.g., Uniform Guidance), risk and crisis management, and contractual oversight
- Experience with federal/state-funded programs in healthcare/nonprofit settings and cost allocation methodologies across multiple public and private cost centers and sites
- Proficiency in nonprofit software, such as MIP Fund Accounting
- Excellent analytical, communication, and presentation skills
- Proven ability to translate complex financial information for non-financial audiences
- Experience supporting organizational growth, expansion initiatives, restructuring, or large-scale change management
- Experience presenting to nonprofit Boards, Finance Committees, and Audit Committees

Preferred Qualifications

- Master's degree (Accounting, Finance, MBA, MHA)
- CPA certification a plus
- Healthcare/FQHC experience, including Medicaid billing/cost reporting
- Multi-site nonprofit operations and compliance (Federal and state health regs)
- Knowledge of cybersecurity/privacy risk management, EHR frameworks, and insurance contract management/renewals

Competencies

- Strategic Vision: Ability to align financial strategy with organization mission and goals
- Integrity: Demonstrates the highest ethical standards in financial stewardship
- Leadership: Inspires and develops a high-performing finance and accounting team with cross-functional collaboration
- Collaboration: Actively seeks and nourishes strategic internal and external partnerships to further the fiscal sustainability of the organization
- Risk Awareness: Proactively identifies and mitigates enterprise risks, including insurance gaps
- Adaptability: Thrives in a dynamic, mission-driven environment with evolving funding, regulatory, and operational landscapes. Works effectively across departments, sites, and external stakeholders.
- Detail-Oriented: Ensures precision, thoroughness and accuracy in reporting, compliance, and contract enforcement

Compensation and Benefits

Santa Maria Hostel offers a competitive compensation commensurate with experience. It also offers an attractive benefit package.

Application and Referral Process

Applicant review is currently underway and will continue until the candidate has been selected. To nominate or be considered for this position, please contact Priscilla Plumb at priscilla@sorrellco.com / 281.224.0881. All inquiries will be held in confidence.

About Sorrell

Sorrell is a highly relational provider of executive recruiting. Our mission is to serve as partners with our clients to accelerate their efforts to attract, hire and retain talent that impacts the future of the organization. For more information, call 713.840.1870.