



Position Specification – Chief Financial Officer

The Client

Our client is a Houston, Texas-based family office that was established in 2021. The family office was founded by an entrepreneurial Principal who created and led multiple businesses and philanthropic initiatives, and today serves three generations of family members. The primary mission of the office is to serve the tax, accounting and reporting, fiduciary, investment management, property management and philanthropic interests of this multigenerational family and their related entities.

The Chief Financial Officer (“CFO”) will report directly to the Chief Executive Officer (“CEO”) and will serve as a key member of the family office leadership team. As the senior financial expert, the CFO will lead the accounting, finance, tax and treasury functions for the family office, leveraging technology to create efficiencies in financial processes, procedures and reporting. The CFO will also be responsible to assist in administration, providing fiduciary insight and counsel to directors of the family’s private trust company (“PTC”). In addition, the CFO will serve as a trusted advisor and thought partner to the family as a whole and to individual family clients and will proactively engage and serve current and future generation family members.

The Opportunity

The CFO position offers an excellent opportunity for an experienced family office/wealth management executive to assume responsibility for leading the financial function for this multigenerational family office. The ideal candidate will possess technical expertise in tax, accounting, financial management and reporting, trust and estate planning, investment management and risk management, combined with a thorough understanding of family office services, operations and best practices.

The CFO will partner with the family office leadership team to determine the strategic financial goals and priorities for the office today and in the future. The CFO will serve as the senior financial expert and will be responsible for transforming and overseeing the financial function infrastructure and operations to become an institutional quality platform. The ideal candidate will have strong leadership, relationship management and advisory skills, and will instill the confidence and credibility needed to become a trusted advisor to the family.

Location

Houston, Texas

Reports to

Chief Executive Officer



The Position

Responsibilities:

- ✚ Serve as a member of the family office leadership team; work in concert with the leadership team to establish short- and long-term strategic priorities and objectives; provide high quality, accurate and timely data, analytical insight and perspective to leadership to support strategic decision making and drive family office priorities; identify, recommend and facilitate strategic projects and initiatives that will advance the organization's value, vision and culture;
- ✚ Lead the accounting, finance, tax and operational functions of the family office, including comprehensive financial planning, budgeting, and reporting. Ensure excellence in service delivery to the Principal and other family members, their trusts, and related entities in a high quality and efficient manner. Services include: financial planning; financial reporting, cash management, budgeting and other recordkeeping; income tax planning, preparation and compliance oversight; trust administration and estate planning; investment management operations support and reporting; risk management; legal services and entity management; foundation support; real estate and property acquisition; and oversight of ad hoc projects, as appropriate;
- ✚ Leverage technology and create scalable processes to optimize the effectiveness and efficiency of the financial function and family office operations. Review and assess internal processes, procedures, controls and systems to recommend and implement improvements to meet current and future office needs. Support the Chief of Staff as needed in overseeing the information security environment, including data security; safeguard the integrity and security of critical data/functions; identify future reporting needs; oversee the distribution of information and reporting to family members and ensure that all is provided on a timely and accurate basis;
- ✚ Serve as a senior trusted advisor and strategic thinking partner regarding the future of the family office. Synthesize, present and communicate complex financial, business, investment and other relevant concepts, needs and issues in a straightforward and easy to understand manner, utilizing a consultative approach;
- ✚ Serve as a strategic thought partner to the Investment Committee on overall portfolio, liquidity and risk management, cash flow forecasting, etc.; provide due diligence support as requested. Manage capital calls and distributions of all private investments across different entity partnerships and provide comprehensive reports on investment holdings, outstanding investment commitments, and transactions to ensure they are authorized and consistent with Investment Committee directives;
- ✚ Determine future reporting needs of the Principal and entities; develop and implement a business plan to establish a best practice financial and reporting platform to meet current and future needs. Lead the finance and accounting team to prepare and maintain regular financial planning reports and forecasts at the consolidated and entity level including sources and uses of cash within and across entities; streamline financial reporting and provide transparency for all beneficiary members and clients of the family office;
- ✚ Monitor tax and estate planning strategies. Collaborate with tax advisors and estate attorneys to drive efficient and effective income, partnership and estate tax planning, including overseeing timely and accurate preparation and filing of all tax returns and estimates. Partner with appropriate external tax, trust/estate planning and legal advisors to advise clients on planning techniques to maintain optimal tax and wealth transfer strategies. Evaluate trust structures that will best meet future family needs in light of evolving tax and trust law changes;

- ✚ Oversee risk management needs of the family office and family clients; evaluate options, recommend and implement appropriate plans/actions/coverages;
- ✚ Facilitate the review, evaluation and negotiation of personal, business and investment contracts for family clients, family office and family entities (leases, licenses, employment agreements, service contracts, account agreements, LP agreements, vendor agreements, non-disclosure agreements, etc.); coordinate legal work performed by outside counsel;
- ✚ Establish and maintain all authorizations to do business and licenses required in all state and local jurisdictions in which managed business entities operate, including preparation of articles of organization, bylaws, operating agreements, annual reports and amendments;
- ✚ Collaborate with the Chief of Staff to support ongoing administration of a Private Trust Company and maintain compliance with regulatory agencies;
- ✚ Provide vision, direction and leadership to the financial staff; foster a high performance, collaborative and collegial culture in which quality goals are met; promote transparent communication, trust, cooperation and mutual respect for all family clients and staff; lead by example as a "roll up your sleeves" team player; maintain a culture of accountability and excellence;
- ✚ Anticipate and respond effectively to the needs and requests of the Principal and family clients; proactively build relationships with peers and thought leaders in the market to identify, inform and advise the Principal and family office leadership on best practices;
- ✚ Coordinate the work of external advisors and service providers (including accounting, tax, legal, consulting, banking, insurance brokerage, systems and technology) to ensure that office and family needs and objectives are met; negotiate and monitor fees commitments/agreements and develop metrics to measure performance of advisors/vendors;
- ✚ Ensure charitable foundations are in compliance with applicable regulations and provide foundation support as needed; and
- ✚ Represent the family to all internal and external constituencies in a professional, confidential and ethical manner at all times.

The Ideal Candidate

Qualifications:

The successful family office/wealth management CFO candidate has a strong technical accounting/tax/financial management and operations background combined with demonstrated leadership/management and relationship management skills. The individual also has the financial, investment and business acumen, intellectual capacity, communication skills, professional integrity and judgement to effectively serve as a senior trusted advisor in this leadership role and represent the Principal and their family. The ideal background will include:

- ✚ Undergraduate degree in accounting or related field of study required; CPA strongly preferred; advanced degree desirable (i.e., MBA, LLM, JD);
- ✚ Minimum of 20 years of relevant experience in the family office/wealth management industry, including a foundation in public accounting; demonstrated skills and experience in providing quality financial management, accounting, tax and reporting for individuals, trusts, foundations and other entities; comprehensive knowledge of tax and investment partnership accounting, tax planning and compliance; tax advisory experience and/or responsibility for internal tax planning; knowledgeable about profits interest structures;

- ✚ Prior experience as an advisor to family office clients or multigenerational families of significant wealth; understands and can relate well to ultra-high-net-worth family clients and their needs and issues; service heart; highly proactive and adaptable approach to serving client needs and issues; knowledgeable about family office best practices;
- ✚ Proven track record of success as a CFO and in delivering quality results; broad experience in accounting, budgeting, forecasting, financial analysis and modeling, financial and investment reporting, technology, tax and risk management; knowledgeable about financial management best practices with proven ability to build and lead an institutional quality financial function;
- ✚ Disciplined and process oriented; highly attentive to detail, yet big picture oriented; strong project management and problem-solving skills; proven ability to create value and continuous improvement; strives for operational excellence and has a proven background of increasing efficiencies through service excellence, enhanced processes, systems and platforms;
- ✚ Strong leadership, management and mentoring skills; track record of success in attracting, motivating, developing and retaining high performing staff; ability to enhance and lead a culture of collaboration, quality, accountability and excellence; strong change management leadership skills with a spirit of continuous improvement;
- ✚ Expert generalist and strategic thinker who has the ability to conceptualize, anticipate issues and opportunities proactively and recommend value-added solutions; implement solutions effectively to accomplish goals and objectives;
- ✚ Knowledge about all areas of wealth management (finance, accounting, tax, reporting, investment management, trust and estate planning and administration, investment management, insurance, risk management, philanthropy, etc.); strong investment acumen with broad knowledge across all public and private asset classes, including alternative and direct investments; understanding of legal, tax and regulatory requirements related to tax compliance and administration of a private trust company;
- ✚ Knowledgeable about estate planning techniques and tax optimization strategies; works effectively with trust and estate counsel to structure and implement estate plans;
- ✚ Solutions oriented individual; strong analytical skills and expertise in financial systems and reporting combined with the ability to interpret data to provide information, advice and counsel to family clients and other constituencies in a clear, concise and easy to understand manner to facilitate decision making;
- ✚ Strong business/financial acumen, planning and advisory skills; adept in advising family clients on financial matters and assessing risks and opportunities to make informed decisions; adept in addressing "what if" scenarios and questions;
- ✚ Thorough and comprehensive research and analysis skills; provides options and solutions with the ability to concisely present findings and recommendations to facilitate decision making;
- ✚ Technologically savvy; knowledgeable about relevant technology, systems and software; proficient in assessing alternative strategies and platforms to optimize efficiency and effectiveness; experience in leveraging and maximizing technology solutions to create a highly efficient operational environment;
- ✚ Excellent verbal and written communication skills; strong presentation skills; can effectively synthesize and communicate complex concepts and strategies in a clear, concise and straightforward manner; strong listening skills with the ability to adapt to different communication styles and preferences; proficiency in creating PowerPoints and other visuals to simply explain complex information;



- ✚ Exhibits strong presence and professionalism necessary to develop trust, confidence and respect with all family clients, colleagues and advisors; demonstrated effectiveness in building trusted advisor relationships with multiple generations of family clients; diplomatic, tactful and pragmatic in all interactions;
 - ✚ Strong client-service mentality; approachable; personable; patient and calm demeanor; results oriented self-starter with the ability to work collaboratively with multiple constituencies to accomplish objectives; sense of urgency; resourceful;
 - ✚ Proactive, flexible and adaptive leader with a "roll up your sleeves" approach and mentality; team player with high EQ combined with high IQ; continuous learner with high level of intellectual curiosity;
 - ✚ Demonstrated maturity, strong common sense and judgement; able to provide objective advice and recommendations with conviction while avoiding the push/pull of advocacy; able to confidently express opinions and recommendations to support optimal solutions in the best interest of the family;
 - ✚ Organized, detail oriented and efficient; ability to effectively prioritize and delegate; accountable; consistently delivers on commitments;
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- ✚ Highly intelligent, intellectually curious individual dedicated to excellence with strong work ethic; trustworthy person of utmost integrity, values and professional reputation; and
 - ✚ Sensitive to the highly personalized and discrete nature of this position; maintains confidentiality in all interactions; no ego; patient; calm in crisis; positive attitude; sense of humor.

Compensation

An industry competitive package will be offered, including a comprehensive benefits plan and 401-k matching.

Contacts

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