

Agency

Job Description

Title: **VP Finance and Administration**
Classification: Exempt
Department: Administration
Supervisor: President and CEO
Revision Date: June 21, 2017

Purpose of Position

The Vice President of Finance and Administration (VPFA) reporting directly to the President & CEO, will be a key member of the leadership team responsible for the operational strategy, capacity building, economic development, and oversight of all administrative, technical and staffing functions. The VPFA oversees the financial operations and organizational development functions of the organization, managing the assets, finances, operational efficiency, technological implementations and ensuring cyber security, departmental budgeting, scenario development and planning, and financial implications of strategic options and business models that support and enhance the organization's mission.

Essential Duties and Job Responsibilities

- ❖ Establish, control and monitor all fiscal activities within the Finance Department.
- ❖ Directly supervise all staff assigned to the Finance Department, including developing annual goals and completing annual performance reviews.
- ❖ Responsible for the review and timely submittal of all financial reports, both for internal and external use.
- ❖ Review monthly general ledgers, trial balance, balance sheet, revenue and expenses for all programs for accuracy.
- ❖ Prepare/Review tax returns: IRS Form 941, 990, W-2, W-3, 1096, 1099, State Unemployment tax return and other tax returns for signature.
- ❖ Prepare at minimum monthly finance reports for the CEO and Board of Directors and review reports with CEO prior to each board meeting.
- ❖ Prepare annual budget for CEO review and Board approval.
- ❖ Responsible for the internal preparation of all types of audits conducted by: Independent Certified Public Accountant, Internal Revenue Service, State Unemployment Fund and Worker's Compensation auditors and audits by funders.
- ❖ Responsible for the creation and implementation of effective internal financial controls.
- ❖ Design and implement systems necessary to maintain proper records and to afford adequate accounting controls and services.
- ❖ Development and implementation of Accounting and Operations Policies and Procedures.
- ❖ Staffs the Finance Committee of the Board, as needed.
- ❖ Oversees the activities of agency subsidiaries and actively develops with the CEO opportunities for earned income ventures.
- ❖ Assist the President & CEO in all administrative functions assigned.

The Agency Is An Equal Opportunity Employer

Qualifications:

- ❖ The ideal candidate will have an MBA or master degree equivalent (CPA a plus) and at least 10 years' experience in a senior level financial and administrative position, including experience in a highly complex, mission-driven nonprofit organization or association of comparable size and scope; be highly entrepreneurial with a strong track record in strategic growth and operational efficiency; and be comfortable in a highly collaborative and fast paced environment, requiring sound decision-making and resourcefulness in setting and fulfilling priorities.
- ❖ Knowledge of governmental and fund accounting principles, methods, practices and procedures.
- ❖ Ability to supervise and maintain complex accounting and audit records.
- ❖ Ability to analyze accounting statements, to audit reports and make recommendations to solve problems.
- ❖ Ability to supervise and direct work production of accounting.
- ❖ Knowledge of the fiscal statutes, laws, rules and regulations governing the organization and its functions.
- ❖ Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.
- ❖ Ability to write reports, business correspondence and procedural manuals.
- ❖ Analytical skills to solve practical problems and deal with a variety of variables in situations with limited standardization.
- ❖ Experience working with disadvantaged populations also required.
- ❖ Results-oriented performance based contract knowledge a must.
- ❖ Demonstrated ability to work in a team environment.

Other

- ❖ Out of town travel required occasionally.
- ❖ Must have a valid Florida Drivers License and reliable transportation.
- ❖ Must be able to pass Level 2 background and drug screening.

Please send resume, cover letter and salary requirements to scampos@ulpbc.org. No phone calls or emails please.