**JOB DESCRIPTION**

Job Title: **Senior Vice President of Finance** Reports to: President

EEO Code: Executives/Senior Officials Division: Administration

**SUMMARY**

The Senior Vice President of Finance is a core member of the senior leadership team and reports to the President. The Senior Vice President is responsible for fiscal planning, policies, and regulations; the financial administration of all institutional funds; and the cost-effective planning and operation of major administrative functions. In addition, as appropriate, he/she participates in the financial aspects of planning and oversight of the physical plant, strategic real estate, capital planning and development.

The Senior Vice-President of Finance provides supervision as the Chief Financial Officer and for the following functions: finance and accounting; purchasing and contracts; auxiliary enterprises related to administrative functions; and service units which provide logistical support for the organization. The supervision of these activities is carried out in accordance with established policies and guidelines, under the direction of the President and Board of Directors.

In addition, and as appropriate, the Senior Vice President represents the organization with external, fiscally and administratively-related constituencies and stakeholders, including other organizations and Federal, State, and local governments.

**ESSENTIAL DUTIES & ACCOUNTABILITIES**

**Finance:**

* Directs through subordinate manager(s) the following financial activities: budget development, accounting, accounts payable and receivable, investment of funds, forecasting, financial reporting, state and federal funds, grants, cost studies, travel, revenues, expenditures, financial statements, insurance, auditing and related operational functions of the institution.
* In conjunction with the Senior Executive team, develops and implements an annual budgeting process and long-range financial plans. Prepares and submits the annual organizational budget to the Board of Directors for approval.
* Prepares accurate financial reports including monthly and year-end financial statements in accordance with generally accepted accounting principles.  Monthly financial reports include statement of financial position and statement of activities, as well as departmental and division financial statements and budget versus actual reports.
* Completes year-end reporting packages in timely fashion to allow auditors to complete their work on a timely basis and within budget.  Coordinates the audit report for presentation to the Board of Directors at its annual meeting.
* Ensures timely and accurate completion of all required filings to the IRS and state governments.  Researches IRS rules and regulations as necessary.
* Utilizes the accounting system in accordance with generally accepted accounting principles.  Ensures that the system is fully utilized and maintained.
* Coordinates and ensures compliance of fiscal policies and procedures pertaining to city, state and federal transactions. Monitors and complies with federal, state, and city laws in terms of remitting taxes, preparing timely and accurate reports and maintaining appropriate records.
* Ensures that government grant expenses are appropriately charged, including employee time allocation and purchases in accordance with the Uniformed Guidance. Ensures that grants and contributions are appropriately classified as temporarily or permanently restricted or unrestricted when promised.  Ensures that grant expenses are monitored against grant budgets monthly, and that the release of restricted grant funds are recorded in accordance with generally accepted accounting principles (SFAS# 116/117).
* Formulates and recommends to the President and Board of Directors policies and procedures governing institutional financial activities.
* Assists the President in fostering economy throughout the organization by the most efficient and effective use of allocated funds.
* Assists the President in the supervision and monitoring of expenditures of all funds.
* Initiates, prepares, and maintains all correspondence, reports, and studies necessary or appropriate to the position.
* Develops cash and investment policies and manages these areas in accordance with said policies.
* Ensures the timely and accurate funding of employee benefits that are related to payroll and accounting.
* Provides reports and information as needed to the Finance Committee of the Board of Directors.
* Participates in the development of the corporation's plans and programs as a tactical partner in evaluating and advising on the impact of long-range planning and regulatory action on the areas of responsibility.
* Provides timely and accurate analyses of budgets, project proposals and business trends in the multiple administrative areas to assist the President, the Board, and other senior executives in performing their responsibilities.
* Enhances and/or develops, implements and enforces policies and procedures of the organization by way of systems that improve the overall operation and effectiveness of the Finance department.
* Provides technical/professional guidance, advice, and knowledge to others within the various administrative functions.
* Assures continual improvement of the budgeting process for the administrative operation through education of department managers on budgetary issues impacting their budgets and ongoing departmental performance to the budget.
* Advises, negotiates, manages and administers all contracts into which the Corporation may enter. Counsels with the President and, as appropriate, other members of senior management on financial matters associated with the financial viability of entering into such contracts.
* Advises, negotiates, manages, and administers all debt instruments into which the Corporation has entered or will be entering.

**Reporting to this position are**:

* Controller
* Cash Manager
* Director of Facilities
* Network Administrator

**ADDITIONAL DUTIES AND RESPONSIBILITIES**

* Accomplishes all tasks as appropriately assigned or requested.

**KNOWLEDGE AND SKILL REQUIREMENTS**

**Experience:**

* The incumbent will have a proven track record in fiscal management, financial modeling, asset leveraging, working collaboratively with the multiple stakeholders in the non-profit sector, strategic planning and budgeting; experience in managing, coordinating, and developing personnel; broad knowledge of business practices and technology as used to improve financial operations; demonstrated excellence in human relations, communications, and creative problem solving skills; familiarity with a non-profit accounting methods and related software; and a commitment to the mission and core values of the organization.
* In addition, she/he should have substantial experience in a senior management capacity in a complex, multi-divisional organization; demonstrated achievement in budget planning and management and non-profit accounting practices; a proven record of sound administrative and financial judgment within a complex and vibrant organization; experienced leadership in strategic financial planning and development; demonstrated commitment to promoting diversity, employment and community equity; a broad knowledge of technology required to drive excellence and efficiency in finance and administration; a commitment to the diverse missions of a comprehensive, social service organization; outstanding written and oral communication skills; the ability to develop and sustain effective and collegial working relationships with all members of a senior management team; and the highest standards of personal and professional integrity.

**Education:**

* BA/BS degree from an accredited college or university with a concentration in Finance, Accounting, Business, or other related field of study is required. A Master’s degree from an accredited college or university with a concentration in a related field of study is preferred.

**Licensure/Certification**

* Certified Public Accountant license preferred

**WORKING CONDITIONS:**

* Conditions typical of an office environment, including computer and telephonic equipment.
* Evening and weekend hours are rarely but occasionally required, as is the availability to represent the organization at conferences, conventions, and meetings, as appropriate and/or assigned.

Salary commensurate with experience in the $125-150K range.