



16250 Northland Drive, Suite 120
Southfield, MI 48075
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www.spaulding.org

Position: Vice President of Finance
Spaulding for Children – Southfield, MI
Salary Range: Negotiable

Agency Vision: Spaulding for Children is recognized as a leader in promoting policies and practices where differences are celebrated and leveraged to ensure our children, families and communities get the support they need to thrive.

Purpose of Position:

The Vice President of Finance is a key member of Spaulding’s senior management team responsible for the overall financial and business operations of the agency. In collaboration with the President/CEO, the selected Vice President-Finance will also support staff with administrative HR functions and Information Technology responsibilities.

The Vice President-Finance will run the day to day financial operations of the agency, ensuring timely and accurate analysis of budgets, financial reports and provide strategic financial input and leadership on decision making issues affecting the organization.

The selected Vice President will be called upon to champion strategies for the agency and concurrently be creating internal systems that builds and strengthens the culture and capacity of a high impact and value-focused nonprofit child welfare organization.

This role is an exciting opportunity for a forward-thinking, proactive financial leader with a strong accounting background and a hands-on management style.

Organizational Relationships:

Reporting to our President/CEO, the Vice President of Finance will be a key leader in the organization, working collaboratively with Spaulding’s Management team to support our organization’s complex business needs.

This role is hybrid tele-work/in-person position

Principal Responsibility:

This position will support Spaulding for Children in the following way:

- Oversee and manage all accounting functions including: accounts payable and cash disbursements; billing and receivables, cash management, fixed asset management and payroll.
- Oversee all accounts, ledgers and reporting systems, ensuring an accurate and timely monthly accounting close, compliant with Generally Accepted Accounting Principles, regulatory requirements, and Office of Management and Budget (OMB) audit requirements.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are



MISSION STATEMENT

In partnership with families, communities, organizations, states and the nation, Spaulding for Children’s mission is to assure that all children grow up in safe, permanent families and have the help they need to be successful in life.



- consistently aligned with grant and program budgets throughout the grant/fund period.
- Manage agency cash flow and forecasting and develop banking relationships.
- Lead and oversee agency inclusive planning and development of annual budget; monitor progress and changes.
- Prepare and develop prospective foundation, grant and contract budgets and assist in determining cost effectiveness of prospective service delivery.
- Manage the human resources function including evaluating and overseeing all benefit negotiations, thus providing the most competitive and cost-effective packages for agency employees.
- Ensure availability of adequate in-structure equipment (phone system, internet, copiers, agency's supplies, security, etc.) Work collaboratively with other departments to facilitate implementation of new systems and major modifications of existing systems to reduce down time;
- Oversee risk management, including adequate insurance coverage.
- Manage and track the performance of invested assets in keeping with Board policies and investment guidelines.
- Update and implement all necessary business policies and accounting practices as well as review and ensure compliance of all formal HR and IT related procedures and processes.
- Proactively identify financial risks and develop mitigation plans to protect Spaulding's assets and interests;
- Attend Board and subcommittee meetings and effectively communicate and present critical financial matters to them.
- Ensure all tax returns and audits are properly and timely filed.
- Perform other duties as assigned or requested.

Qualifications:

Critical for the role will be knowledge and understanding of OMB requirements for nonprofit, experience in federal grants and annual audits.

- Master's degree in Accounting or Bachelor's degree with CPA.
- Minimum of five to eight years of relevant accounting, managerial and supervisory experience preferably in a non-profit environment.
- Demonstrated excellence in managing finance, accounting, budgeting, control and reporting.
- Technologically savvy with experience selecting, overseeing and setting up accounting software for a nonprofit organization. Proficient with Microsoft Office, especially Excel and use of databases.
- Knowledge of 3rd party payroll processing.
- Previous experience providing oversight to human resources and IT functions is desirable.
- Excellent analytical and problem-solving abilities.
- Excellent organizational skills, detail oriented, and ability to multi-task, work under pressure and meet deadlines required.
- Strong verbal and written communication skills.
- Excellent interpersonal skills and ability to work and interact with all departments.
- Ability to make complex decisions and work independently.
- Must be a hands-on manager with a collaborative and flexible style with a strong service attitude.

Spaulding offers a comprehensive benefit packet, including medical, dental and vision healthcare, a 403(b) plan, flexible schedule, a hybrid workforce, paid time off, tuition reimbursement, professional development, and paid time off to do volunteer work in the community.

**Interested persons should forward a resume and cover letter to
Jamie Bozarth, QI/HR Director, at jbozarth@spaulding.org.**

Spaulding's clients come from all walks of life and so do our team.

Spaulding is an Equal Opportunity Employer