

POSITION POSTING

POSITION: Vice President - Finance
REPORTS TO: President/CEO
POSTING DATE: 04/18/2023
EXPIRATION DATE: 05/16/2023
SALARY RANGE: Negotiable Based on Experience

GENERAL POSITION DESCRIPTION:

Under the direction of the President/CEO, the Vice President – Finance is a key member of the senior management team responsible for the overall financial and business operations of the agency. In addition, the Vice President-Finance oversees the Information Technology (IT) department. The Vice President-Finance will provide timely and accurate analysis of budgets, financial reports and trends in order to assist the President/CEO, the Board and other senior executives in performing their responsibilities. The Vice President-Finance will provide strategic financial input and leadership on decision making issues affecting the organization.

PRINCIPAL RESPONSIBILITIES:

- Management of 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 compliance with appropriate Generally Accepted Accounting Principles, regulatory requirements, and Office of Management and Budget (OMB) audit requirements.
- Ensure the accurate and timely processing of positive pay transactions
- Implement and/or create fundamental accounting policies and procedures
- Maintain internal control safeguards and coordinate all audit activities
- Oversee performance of all day to day accounting and payroll related activities.
- Supervise accounting staff in their day to day assignments.
- Ensure the timeliness, accuracy and usefulness of monthly, quarterly and year-end financial reporting.
- Ensure all tax returns and audits are properly and timely filed.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period.
- Manage agency cash flow and forecasting and develop banking relationships.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Participate in the ongoing agency strategic planning process
- Oversee and lead agency annual budgeting and planning process; 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
- Manage the organization’s physical infrastructure (phone system, copiers, agency supplies, security etc.)
- Oversee risk management, including adequate insurance coverage.
- Manage and track the performance of invested assets in keeping with Board policies and investment guidelines
- Ensure all Federal reporting is timely and accurate and cash draws are in accordance with policy.
- Hires, trains, develop and appraise assigned staff effectively.
- 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
- Attend Board and subcommittee meetings and effectively communicate and present critical financial matters to them.
- Perform other duties as assigned or requested

QUALIFICATIONS:

- 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.
- Must be a hands-on manager with a collaborative and flexible style with a strong service mentality
- Knowledge and understanding of OMB requirements for nonprofits and a track record in federal grants management.
- Demonstrated excellence in managing finance, accounting, budgeting, control and reporting.
- Previous experience working with State of MDHHS is beneficial.
- Previous experience providing oversight to human resources and IT functions is desirable.

Cont. QUALIFICATIONS:

- 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
- 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
- Demonstrated leadership skills
- Ability to make complex decisions and work independently

Interested persons should forward a resume and cover letter to Jamie Bozarth QI/HR Director

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