



Vice President, Finance

A. Classification: Exempt C: Finance
B. Reports to: Chief Executive Officer

The Vice President of Finance is responsible for the overall management of the agency's fiscal operations. This includes developing, implementing and maintaining a financial information reporting system that ensures effective and consistent resource management within the finance department. Responsible for developing and maintaining an internal control system that monitors revenue and expenditures and maximizes use of program resources.

MAJOR RESPONSIBILITIES AND KEY TASKS

1. In conjunction with the Chief Executive Officer and the Corporate Board of Directors, manage the agency's annual budget; process and monitor revenue and expenditures for all activities, programs, contracts, and grants
2. Coordinate overall fiscal direction and planning; monitor cash flow, daily cash balances, and contract projections
3. Manage the day-to-day operations of the Finance Department
4. Serve as the staff liaison for the Finance Committee of the Carole Robertson Center for Learning's Board of Directors
5. Represent the organization to partners and stakeholders and required or directed by the CEO
6. Analyze financial data, prepare financial reports, statements, budgets, and forecasts. Prepare financial reports for Chief Executive Officer and the Corporate Board of Directors
7. Plan, direct, and control the financial policies and operations of the organization
8. Lead all budget planning and modification efforts and ensure that meet all necessary mandates and align these efforts to the broader strategic direction and vision of the organization.
9. Serve as the liaison between our key partners and stakeholder as it related to Finance: banks, auditors, federal reviewers, insurance companies as well as other emerging entities
10. Develop and maintain systems and procedures for the organization's financial and accounting functions
11. Approve all cash disbursements and verify bank deposits
12. Manage a computerized accounting system and ensure that the system supports the necessary requirements of our public and private funders
13. Serve as fiscal/contractual liaison with government contract officials and private funders.
14. Design, implement, oversee, and maintain record keeping systems for all fiscal transactions, contract financial documentation, and internal controls for all Carole Robertson Center programs.
15. Coordinate preparation for annual independent audit, and serves as liaison for audits and fiscal compliance reviews.

16. Supervise the implementation of accounts payable, accounts receivable, payroll functions, parent co-payments and all childcare billings, along with the strategic and ongoing management of all public and foundation/corporate grants, and individual donors
17. Ensure the reconciliation of Childcare Assistance Program (CCAP) vouchers to organization's financial statements.
18. Capacity to manage day-to-day finance operations while also thinking strategically for long-term growth sustainability
19. Ensure and supervise accurate and timely tax filing and reporting.
20. Perform other duties as assigned.

QUALIFICATIONS

EDUCATION

Applicants for the position of VP of Finance shall possess a CPA or MBA.

PROFESSIONAL EXPERIENCE

- Must have at least five years fiscal experience in a non-for-profit/social service organization with budgets over \$5 million, and experience on a leadership team.
- Demonstrated experience in accounting practices.
- Demonstrated strong oral and written communication skills.
- Demonstrated knowledge of and experience in complying fiscal requirements of the organization's funders.
- Demonstrated supervisory skills and ability to effectively manage teams
- Experience working with nonprofit board of directors and finance committees
- Demonstrated ability to lead with a strong executive presence and professional maturity
- Must have extensive knowledge of Microsoft Excel and similar accounting software.