

JOB DESCRIPTION

Date:

Introduction: *This written information is of great value in understanding and evaluating the duties and responsibilities of the job that you presently hold.*

Job Title:

Program:

Career Level:

Reports To (Job Title Only):

If the position has supervisory responsibilities, what positions report to it (Titles Only):

- Finance Manager
- HR Administrator

Job Purpose: Provide a high level overview of the role, level and scope of responsibility consisting of three to four sentences providing a basic understanding of the role. A concise summary of “why the job exists”.

The VP of Finance & Administration works closely with the President/CEO, Finance Committee of the Board of Directors to provide financial reporting and accounting oversight. Partners with the Leadership Team and Board of Directors in strategic decision making and operations for the Foundation.

Major Accountabilities/Essential Duties: Describe the required duties, tasks and responsibilities of the position. If additional space is needed, attach additional sheets of paper.

- Maintains financial systems, policies and accounting controls for effective and efficient operation of systems
- Ensures compliance with financial policies, procedures and internal controls- Federal, State and GAAP
- Drives the annual budget process, working with Leadership and Program staff to identify operating expenses, and program/grant spending.
- Responsible for all quarterly Finance Committee meeting preparation and presentation of the quarterly financial packet.
- Manage and direct the daily operations of the Finance and HR departments
- Manages the organizations financial investment portfolio
- Provide monthly and as-needed reporting on critical metrics for the Foundation to assist the President/CEO in always having the most current information to make sound business decisions.
- Coordinate & lead the annual audit, preparation and filing of Form 990. Primary contact for the external

- Oversee all things facility related and the Foundation's IT systems
- Maintain adequate property and liability insurance coverage
- Oversee HR activities - personnel records, including time-off records, employee benefits, 403(B) plan. The on-boarding and off-boarding process
- Advises the President/CEO and Leadership Team on finance, budgeting, human resources, grants, financial health, and overall administrative functions
- Develop and implement financial policies and procedures, ensuring that the organization's internal control policies are sufficient and followed

Minimum Requirements

Education: What education background is needed to perform these duties and responsibilities.

Master's level degree in Accounting, Finance or Business.

Experience: What kind and how many years of work experience are needed.

Minimum of ten (10) years business or non-profit accounting experience within a complex structure – multiple business/revenue streams, reporting expectations, oversight/compliance expectations.

Job Skills: What knowledge, skills and abilities are required to perform these duties and responsibilities.

- Knowledge of Generally Accepted Accounting Principles, especially as they pertain to 501c3 tax exempt organizations.
- Skilled in QuickBooks, Investment Accounting, Fund and cost allocations
- Excellent written and oral communication skills
- Microsoft program proficiency

Physical: What physical attributes are needed to perform the position, such as heavy lifting. (Also complete the attached Americans with Disabilities Act Form (ADA)).

None

Travel: What type of travel, if any, is required to perform this job. State & Local, National. How often.

Some local travel



Requirements Checklist for Assistance with ADA Compliance

Physical Requirements	Description	% of Time Performing Task			
		Rare 0%-30%	Occasional 30%-60%	Frequent 60%-90%	Constant 90%-100%
Sitting	Job requires employee to sit for continuous periods of time without being able to leave the work area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	Job requires employee to remain on his or her feet in an upright position for continuous periods of time without being able to leave the work area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	Job requires employee to climb ladders or scaffolding or climb and work in overhead areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	Job requires employee to walk significant distances in the facility during the course of his or her work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	Job requires employee to raise or lower objects from one level to another regularly during the shift. Click to add # lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling and/or Pushing	Job requires exerting force up to Click to add #lbs. on a regular basis so that the object is moved toward or away from the employee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	Job requires employee, on a regular basis, to carry objects. Click to add #lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	Job requires that the employee regularly grasp objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	Job regularly requires employee to reach for objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping & Crouching	Job regularly requires employee to bend forward by bending at the waist or by bending the legs and spine.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	Job requires employee to work in a confined space or to crawl or move about on hands and knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Determination	Job requires color determination vision (no color blindness).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Near Acuity	Job requires clarity of vision at 20 feet or more, with or without corrective lenses.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	Job requires expressing ideas by the spoken word.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening	Job requires perception of speech or the nature of sounds in the air.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tasting or Smelling	Job requires the ability to distinguish differences in the quality of flavors and/or odors, using tongue and/or nose.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	Ability to travel by car, airplane or train; valid driver's license and/or passport required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Mental Requirements	Description
General Intelligence	<ul style="list-style-type: none"> - Ability to comprehend financial statements - Ability to act quickly in a startup situation - Ability to create a product and market demand for the same - Basic understanding of computer systems
Verbal Skills	<ul style="list-style-type: none"> - Ability to understand the meanings of words and effectively respond - Ability to analyze information and write reports - Ability to comprehend complex issues and communicate effectively to diverse groups
Mathematical Skills	<ul style="list-style-type: none"> - Ability to perform understand costs and profits - Ability to compute develop BOM, process flow and determine bottle necks - Ability to perform statistical analysis

Environmental Conditions	Description	% of Time Performing Task			
		Rare 0%-30%	Occasional 30%-60%	Frequent 60%-90%	Constant 90%-100%
Atmospheric Exposures	Employee will be exposed to dusts, fumes, vapors, or mists that could affect the health of the employee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold	Employee will be exposed to low temperatures that result in significant body discomfort.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat	Employee will be subject to high temperatures that result in significant body discomfort.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Injury Exposure	Employee will be exposed to workplace hazards more frequently than normal or to potential injuries.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	Employee will be exposed during a shift to constant or intermittent sounds at a level sufficient to cause hearing loss or fatigue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>