

JOB DESCRIPTION

Job Title VP, Finance and Administration
Department Finance and Administration
Reports To CEO

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Summary

This senior leadership position is responsible for strategy and execution, as well as strategic thought partnership with the CEO and hands-on team management, within the following areas: finance; accounting; planning and budgeting; legal; administration; and IT. He/she plays a critical role in strategic decision-making and operations as the organization continues to enhance its quality programming and build capacity.

Essential Job Functions

Financial Management

- Lead annual financial planning process in conjunction with the CEO; administer and monitor all financial plans, investments, and budgets; keep senior leadership team up to date on the organization's financial status
- Responsible for the preparation and integrity of the financial statements; update and implement all necessary business policies and accounting practices to ensure timely and accurate financial statements
- Present financial reports to organizational leadership, colleagues and others in an accurate and timely manner; analyze and communicate monthly and annual financial statements; ensure the provision of financial reports for donors as well as for individual projects and programs
- Lead the annual audit process and liaison with external auditors, the board treasurer and board finance committee
- Engage the board finance committee around issues, trends, and changes in the operating model and operational delivery; present to Board of Directors on occasion
- Ensure appropriate internal controls through oversight/implementation of the department's standard operating policies/procedures
- Prepare and file the organization's federal (Form 990) and state tax returns

Operational Management

- Ensure that the organization's administrative and operational processes, including information technology, office management and other key functions, are meeting the needs of the organization, with a goal of continuously developing and improving systems
- Liaison with landlord as well as RMHC-CNI Lurie Ronald McDonald House tenants



- Develop SOPs and ensure that proper policies and procedures are in place to protect the organization's assets, which includes, but is not limited to: procurement procedures to prevent fraud by employees or vendors; risk management policies and procedures to protect the organization; and the procurement of insurance

Legal Compliance

- Develop proper procedures to ensure that the organization maintains its tax exempt status
- Develop and/or review contracts with vendors and consultants and ensure proper fulfillment of contracts
- Ensure that the organization's 401-K plan is compliant with appropriate federal laws and following best practices
- Ensure that the organization complies with all federal, state and local, and federal laws
- Coordinate the work of the organization's legal counsel as appropriate

Team Management

- Develop and manage direct staff of approximately 2 (finance and IT managers); department consultants; and guide larger multi-disciplinary teams outside of direct span of control

Ancillary Job Functions

- Provide strategic advice and partnership to the VP of Human Resources and senior management team around staff structure, compensation and benefits, personnel policies, performance evaluation, training and recruiting
- Serve as a staff liaison to assigned board committees (finance, technology)
- Attend networking and other fundraising events in the Chicagoland area as appropriate

Education and Experience – An equivalent combination of education, training and experience will be considered

- A minimum of a Bachelor's degree in a related field, with a CPA strongly preferred, MBA helpful
- A professionally mature leader with 8-10 years of relevant professional experience; ideally 8+ years of broad supervisory and management experience
- Experience managing broad financial areas (accounting, investments, budgeting, control, and reporting) is required. Experience in managing legal and IT functions, as well as nonprofit experience, is preferred
- Knowledge of CRM systems experience with a preference for experience with Financial Edge
- Technologically savvy with experience monitoring organization-wide technology plans to improve business, program, and fundraising activities, which includes: selecting and overseeing software installations; establishing organizational protocols; providing training and support to staff.

Knowledge, Skills and Abilities which may be representative, but not all-inclusive of those commonly associated with this position

- Mature and proactive, with evidence of having worked as a true business partner to the chief executive of a high profile organization. If coming from the for-profit world, nonprofit board experience preferred
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting



- Ability to translate financial concepts to – and to effectively collaborate with – program, marketing, and development colleagues who do not have finance backgrounds
- Skill in examining, developing, reengineering, and recommending financial and technology policies and procedures
- Strong analytical skills and experience interpreting a strategic vision into an operational model
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A hands-on manager willing to dive into the details, with integrity and a desire to work in a dynamic, mission-driven environment
- Strong commitment to developing team members
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of organization
- A team player who is committed to lifelong learning

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, must be available to work irregular hours and occasional weekends. The noise level in the work environment is usually moderate. Ability to travel throughout Chicagoland area is required.

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Light sedentary office work. Frequently required to sit
- Physically able to travel between RMHC-CNI locations and others via personal vehicle or similar.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel; talk or hear.
- Must be physically capable of carrying 35 lbs.