



JOB DESCRIPTION

VP and Chief Financial Officer

EXEMPT STATUS:	SALARIED
REMOTE HYBRID ELIGIBLE:	YES
DEPARTMENT:	Administration
REPORTS TO:	President & CEO
DIRECT REPORTS:	2-4
EFFECTIVE/LAST UPDATED:	September 26, 2024

POSITION SUMMARY:

The VP and Chief Financial Officer (VPCFO) is a key executive role responsible for overseeing the organization's financial strategy, business operations, human resources, IT, and facilities/office management. This role ensures fiscal integrity, operational efficiency, and strategic planning, contributing to the organization's mission and long-term sustainability. The VPCFO serves as a strategic partner to the CEO, senior leaders, and the Board of Directors, providing insights on best practices in finance and administration.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Financial Management:

- Direct the organization's fiscal operations, including budgeting, forecasting, cash flow management, audits, tax, and accounting.
- Develop financial strategies to achieve institutional goals, monitor departmental budgets, and assess performance.
- Collaborate with senior staff on financial and administrative matters, including project budgeting for solicitations and revenue forecasting.
- Evaluate and manage relationships with banking institutions to optimize financial outcomes.
- Prepare and present financial reports to the President & CEO, Board of Directors, and other stakeholders.
- Oversee annual audits and ensure compliance with all financial regulations, including IRS guidelines for non-profits.

Business Operations:

- Manage general business operations such as purchasing, risk assessment, insurance, capital asset management, facilities, space allocation, and contracts.
- Serve as a strategic partner to the President & CEO and senior leaders, providing insights on finance and business operations best practices.

Human Resources & Payroll:

- Oversee the development and implementation of HR policies and procedures.
- Manage the full employee lifecycle, including recruitment, onboarding, performance management, and offboarding.
- Ensure compliance with labor laws and employment regulations.
- Oversee payroll processing and benefits administration.
- Promote a positive organizational culture that values diversity, equity, and inclusion.

Information Technology:

- Develop and implement an IT strategy that supports the organization's operational needs and strategic goals.
- Manage relationships with IT vendors and service providers.
- Oversee the maintenance and security of the organization's IT infrastructure, including hardware, software, and network systems.
- Ensure the organization's data management practices comply with relevant regulations and best practices.

Facilities & Office Management:

- Oversee the management and maintenance of the organization's facilities, ensuring a safe and functional environment for staff and visitors.
- Develop and implement office management policies and procedures.
- Coordinate with external vendors for facility maintenance, security, and other office services.
- Ensure compliance with health and safety regulations.

Board and Committee Involvement:

- Advise and present to the Board of Directors, bank officers, and donors.
- Serve as the primary staff member for the Board's Finance Committee, working closely with the Committee Chair to set agendas and lead discussions.
- Collaborate with the President & CEO and Board Co-Chairs in Executive Committee meetings.

Qualifications:

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field; MBA or CPA preferred.
- Minimum of 7-10 years of experience in finance and administration, preferably within a non-profit or performing arts organization.
- Proven experience in financial management, budgeting, and strategic planning.
- Strong knowledge of HR practices, payroll administration, and employment law.
- Familiarity with IT systems and infrastructure management.
- Excellent leadership, communication, and interpersonal skills.
- Demonstrated ability to work collaboratively with diverse teams and stakeholders.
- Proficiency in accounting software, database software (e.g., Tessitura), payroll systems, and Microsoft Office (Excel, Word, Outlook).

ADDITIONAL COMPETENCIES:

- **Analytical and Problem-Solving:** Synthesizes complex information; uses data, intuition, and experience to identify and resolve problems efficiently; develops alternative solutions and works well in group settings.
- **Project and Change Management:** Develops and coordinates project plans; communicates progress and completes projects on time and within budget; evaluates and plans for organizational changes in response to shifts in audience behavior.
- **Communication:** Communicates clearly, informatively, and persuasively in both positive and negative situations; adapts writing style to meet diverse needs and presents data effectively.
- **Teamwork and Delegation:** Balances individual and team responsibilities; promotes a positive team spirit, delegates work appropriately and supports team success.
- **Leadership and Managing People:** Inspires and motivates others, includes staff in planning and decision-making, provides regular feedback, and encourages growth and development.
- **Quality and Strategic Management:** Looks for ways to improve and promote quality; develops strategies to achieve organizational goals; understands market competition and adapts strategy to changing conditions.
- **Business Acumen and Cost Consciousness:** Understands business implications and profitability; works within budgets and implements cost-saving measures.
- **Ethics and Organizational Support:** Treats people with respect and integrity; supports the organization's goals and values and promotes a harassment-free environment.
- **Judgment and Decision-Making:** Makes sound decisions, includes appropriate people in decision-making processes, and explains reasoning for choices.
- **Planning, Organizing, and Adaptability:** Prioritizes and plans work efficiently; adapts to changing conditions and manages competing demands.
- **Professionalism and Dependability:** Maintains confidentiality, reacts well under pressure, and follows through on commitments; ensures consistent attendance and reliability.
- **Initiative and Innovation:** Takes independent actions, generates suggestions for improvement, and presents ideas that capture others' attention.

WORK ENVIRONMENT

This position is currently following a hybrid work model with 2-3 days per week in the office.