



## Senior Vice President of Finance

### Supervisor: President & CEO

- Classification: Exempt, Full-time
- Date Revised: August 2019

### Purpose

To oversee the financial, operational, and information technology functions of the organization to ensure fiscal accountability and legal compliance to donors and the community.

### Responsibilities

- Ensure that the financials are accurate and reporting is timely, providing management with the best information possible for decision support and results tracking
- Function as primary contact with external auditors, bankers, and tax advisors. Ensure timely and accurate audits, working with auditors and other outside agencies, such as accrediting bodies, for periodic reviews, as needed
- Lead and manage all areas of accounting operations, including monthly and annual close processes, treasury management, donor management, and accounts payable
- Oversee tax compliance including sales, income and property as applicable
- Establish and execute roadmap for financial systems including leading the implementation of additional financial system modules and improvements to internal processes
- Manage and develop employees through appropriate management practices, create a climate that motivates employees to achieve high performance, establish clear directions, coach employees, provide feedback, and build commitment with staff
- Prepare budget to be approved by the Board stating the goals, objectives and budgetary requirements for the organization to achieve mission related activities
- Manage finance team, information technology team, and operations/facilities team
- Provide advice and counsel regarding financial and IT issues, including budget variances, and financial controls, to the President & CEO, Finance Committee, Audit Committee, Technology Subcommittee, Board of Directors and the senior team
- Develop a business-like solution that outlines the appropriate Information Technology plan for UWPBC
- Assist with the organization's disaster response efforts
- Perform other duties as opportunities are presented and/or requested by the President & CEO, Treasurer, and/or Board Chairman

### Qualifications

- Minimum of a Bachelor's degree in business or accounting required
- Active CPA license required
- Eight or more years of non-profit experience preferred
- Eight or more years of progressive financial management experience
- Eight or more years of supervisory experience
- Successful and effective demonstrated working knowledge of information systems, pledge processing, finances, investing, and facility management

- Proven ability to inspire excellence in self and others
- Ability to solve problems collaboratively, effectively, and creatively
- Demonstrated attention to details
- Ability to conduct research, study and synthesize data, and establish priorities, strategies, policies, and procedures
- Flexibility and ability to work on multiple high-priority projects
- Demonstrated outstanding accounting and financial management skills
- Demonstrated outstanding interpersonal, meeting facilitation, and organizational skills
- Demonstrated excellent verbal and written communication skills
- Ability to utilize technology in daily work and with special projects
- Ability to acquire and implement knowledge of legal requirements and best practices in, finance and operations

### **Physical Requirements**

With or without reasonable accommodation, employees in this position must be able to sit and type at a computer terminal for up to 8 hours per day with appropriate breaks and perform tasks that require fine dexterity and repetitive motions using the arms, hands, wrists and fingers. Further details of established essential functions for this position will be addressed/discussed during the interview process.

The United Way of Palm Beach County is an Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected characteristic or status.