bernadette's house
empowering female leaders of tomorrow

VICE PRESIDENT
FINANCE & ADMINISTRATION

Role	VP Finance & Adminstration	**Team**	Executive Board
Reports to	Treasurer & President	**Collaborates with**	CEO, Treasurer & Finance Committee

JOB SUMMARY

The Vice President of Finance & Administration is a strategic and hands-on leader responsible for overseeing the financial integrity, compliance, and operational infrastructure of Bernadette's House. This role works closely with the Treasurer, CEO, and the Executive Board to manage budgeting, reporting, and fiscal oversight across all departments. The VP of Finance & Administration ensures that the organization adheres to financial best practices, maintains transparency, and has the operational systems in place to support effective programming and fundraising.

Term: 2 years (with a minimum 1-year commitment); renewable once (maximum of 2 consecutive terms), followed by a required 1-year break
Time Commitment: Approximately 10 hours per week

JOB RESPONSIBILITIES

- Guide the creation and monitoring of the organization's **annual operating budget** in partnership with the CEO and Treasurer
- Oversee **monthly financial reporting**, ensuring alignment with actuals, projections, and grant requirements
- Lead the development and maintenance of **financial policies**, including procurement, spending approvals, and financial controls
- Chair the **Finance & Administration Committee**, facilitating regular reviews and strategic discussions
- Collaborate with the **Grant Writer** and **Program Directors** to track program budgets and grant compliance
- Ensure **audit readiness** and support preparation of annual tax filings, state reports, and insurance renewals
- Recommend tools and practices for improving organizational efficiency and recordkeeping

Sample Tasks You Will Lead

1. Review the monthly financial report and highlight any budget variances to the board, along with recommended adjustments
2. Work with the CEO to create the annual budget for approval by the board before the fiscal year begins
3. Maintain and update internal finance policy documents, such as expense approval protocols and petty cash procedures
4. Support the Grant Writer in preparing a budget narrative for a new foundation proposal
5. Coordinate with the Treasurer and accountant to prepare documentation for an external audit or year-end financial review
6. Ensure all legal, insurance, and compliance documents (e.g., 990s, business licenses) are submitted accurately and on time

QUALIFICATIONS

Required:

- Demonstrated experience in **nonprofit finance**, **budgeting**, or **administration** (minimum 2–3 years)
- Working knowledge of **nonprofit financial statements** and **internal controls**
- Comfortable using spreadsheets, online accounting tools (QuickBooks or similar), and Google Workspace
- Strong organizational skills and attention to detail
- Committed to the mission and values of Bernadette's House

Preferred:

- Bachelor's degree in **Accounting**, **Finance**, **Business Administration**, or a related field
- Familiarity with **grant budgets** and **fund accounting**
- Experience serving on a nonprofit board or finance committee

Personal Attributes:

- Integrity, transparency, and a collaborative mindset
- Ability to explain financial information to non-finance audiences
- Proactive, dependable, and solutions-oriented