



POSITION DESCRIPTION

Vice President of Finance

Full-time position

Location: Hybrid; This position is based in our Cincinnati office or Dayton Office

Reports to: This role reports to the CFO

Manages: This role will have a 3 – 4 staff members and contractors

Position Overview:

Reporting to the Chief Financial Officer, this role will achieve three strategic objectives for the Finance Department; provide actionable and insightful financial information that will empower decisions, maintain adequate financial controls which will maintain the trust of our internal and external stakeholders, and develop talent. This role oversees external audit activities and ensures that all revenue and expenses are recorded in compliance with generally accepted accounting principles and with any applicable Federal, state and local compliance regulations. This role will have three to four direct reports which includes a Director of Accounting, an Audit & Financial Reporting Manager, and a Grant Reporting Manager.

What you'll do:

- Oversee the Accounting team which is lead by the Director of Accounting and includes:
 - Treasury operations such as cash deposits, bank transfers, bank account reconciliations, etc.
 - Accounts payable which includes vendor payments and employee expenses.
 - Payroll such as salaries, fringe benefits, and payroll taxes.
 - Accounts receivable which includes grant invoicing and collections.
- Oversee the Financial Reporting team which includes activities such as:
 - Delivery of monthly internal reporting for senior leadership, Board reporting, and grant reporting.
 - Grant tracking for 100+ restricted, reimburseable, and earmarked grants.
 - Annual financial audit, government single audit, and employee benefits audit.
 - Creation and submission of tax filings such as State of Ohio and IRS Form 990 filings.
 - Vendor relations such as billing disputes.
 - Monthly budget-to-actual meetings with applicable budget owners.
 - Proactively identify financial risks and collaboratively address.
- Own strategic activities such as:
 - Creation, internal approval, and maintenance for \$14M operating budget and \$2M capital budget.
 - Review of donor agreement to ensure appropriate accounting treatment.

- Refine and oversee investment strategies.
- Revise and expand financial policies.
- Establish a financial metrics dashboard.
- Establish an enterprise risk management (ERM) function.
- Provide technical expertise for key decisions including analysis/scenarios of financial impacts, financial risks and technical issues related to applicable GAAP and/or company policy.
- System improvements

What you'll need:

- Certified Public Accountant (CPA) strongly preferred but not required.
- Bachelor's degree with 15 years of non-profit finance/accounting experience.
- 5+ years of experience in financial reporting and analysis for non-profit entities.
- Excellent written and verbal communication skills
- Excellent analytical and problem-solving skills
- Advanced proficiency with Microsoft Excel and accounting software (Blackbaud Financial Edge NXT software experience preferred)
- Demonstrated knowledge of all applicable non-profit and government-related rules and regulations to ensure compliance
- Proficiency with computers and bookkeeping software, strong typing skills.
- Exceptional time management and communication skills
- Ability to successfully work on a range of assignments and prioritize evolving tasks.
- Positivity, detail-oriented, and excellent multitasking and organizational ability

Working environment:

This full-time, hybrid position is based in Cincinnati or Dayton, Ohio, at the Urban League of Greater Southwestern Ohio (ULGSO). There may be select local and regional travel. Evening and weekend work may be required.

While performing this job's duties, the employee is regularly required to sit and stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, and talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.

The work environment details represent what a staff member encounters while performing the essential functions of this job. ULGSO is committed to providing reasonable accommodation to enable individuals with disabilities to perform essential job functions.

Salary information:

The estimated salary range for this position is \$90,000 - \$110,000 a year. Actual compensation is based on factors such as the candidate's skills, qualifications, and experience.