

Vice President of Finance, Non-Profit in Richmond, VA

Overview

We are seeking a VP of Finance for our client **project: HOMES** a growing, non-profit organization that uses an all-encompassing approach to housing challenging the misconceptions of what defines affordable housing through the production and preservation of high-quality affordable homes, large-scale home repairs, and improved accessibility and energy efficiency for existing homes.

The VP of Finance is hands-on and responsible for the organizational management of the finance and accounting functions, ensuring all funds and financial activities are tracked and managed according to accepted accounting practices and applicable law. This key member of the executive team reports to the CEO and manages the accounting staff. The organization budget is \$25M with about 60 employees located in Richmond, VA, with easy access on and off the Midlothian Turnpike and Chippenham Parkway. Learn more at www.projecthomes.org. Come grow with us!

Summary of Job Responsibilities and Requirements

- Provide financial leadership to the organization, partnering with the CEO to develop and manage the organization's financial goals, policies and procedures.
- Manage the organization's administration of financial grants, banking, cash flow, and liability insurance.
- Serve as the organization's internal monitor of the financial aspects of operational initiatives of the CEO.
- Develop and monitor appropriate internal financial procedures and controls, including record keeping requirements.
- Prepare financial and operational reports for the CEO, BOD or other internal departments and outside entities including, but not limited to, financial statements, balance sheets, cash flow projections and budget summaries.
- Prepare accurate budgets and financial documents for submission for grant funding and for agency and department budgeting purposes.
- Compliance with varied private, state, federal and local sources.
- Negotiate with vendors, cross check, and approve organization's payroll, administer grants, interpret contracts and legal requirements and implement appropriate financial procedures.
- Interact monthly with BOD analyzing and interpreting financial documents and information and communicating status, trends, and concerns with the CEO and BOD, as needed.
- Partner with CEO in overseeing budget planning processes.
- Align financial management with short-term and long-term financial planning and procedures.
- Oversees third party annual audit along with the preparation and filing of tax documents and returns, as required.
- Oversees reconciliation of accounts to statements monthly.
- Serves as plan administrator (fiduciary) of organization's 401(k) retirement plan and is responsible for compliance in accordance with IRS regulations.
- Build and maintain strong relationships with internal and external partners.
- Ensure all activities comply with company policies and values as well as accepted accounting

standards and all applicable laws.

- Supervises team of three through effective communications, coaching, training and development.
- Other assigned duties or special projects, as needed.

Key Qualifications, Skills, and Abilities

- Minimum bachelor's degree in accounting, finance or related area.
- Certified Public Accountant (CPA) a plus.
- Minimum 7 years effectively managing a multi-functional department.
- Demonstrated leadership, budgeting / financial management, program operations, coaching/mentoring, and relationship management experience.
- Experience managing grant funding and preparing detailed financial and narrative reports for grantors.
- Successful experience in leading change and process improvement (e.g., systems, automation, and conversions).
- Excellent presentation, communication (both written and verbal), interpersonal, collaborative and leadership skills.
- Experience in a non-profit organization and interacting with a Board of Directors.
- Proficiency with Microsoft Office products, automated not-for-profit accounting (MAS 90 or MAS 200 (Sage 100) or other accounting software and reporting systems, outsourced payroll (Dominion Payroll / isolved) and timekeeping systems and other related systems.
- Promotes and adheres to the company's mission, vision and values, policies, and applicable laws in a fair and equitable manner.
- Represents the organization in a professional manner to all customers, vendors, and internal personnel.
- Typical full-time work schedule is Monday through Friday.
- Successfully complete pre-employment background screening.

Competitive Salary & Benefits Package including health, dental, vision, life insurance, LTD, paid time off, and 401(k) contribution! Professional development opportunities and support. Work life balance and flex schedule opportunity with potential for some teleworking! The salary range is approximately \$130k – \$150k depending upon related credentials and work experience.

Apply with your resume at <https://warrenwhitney.isolvedhire.com/jobs>. This position will remain open until filled.

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