

Children's Friend and Service  
Job Description

Job Grade: 10

Title: Vice President, Finance

Reports To: President and CEO

Qualifications: Masters Degree in Business Administration or related field and/or CPA required. Previous Accounting and supervisory experience required. Must be detail oriented and have strong communication skills. Previous experience managing fiscal operations is preferred.

**Duties**

- 1) Coordinate and manage all fiscal activities of the agency.
- 2) Ensure that all agency financial records and transactions are properly authorized, fully documented, accurately recorded, and maintained according to all legal, best practice, and contract requirements.
- 3) Ensure that monthly financial statements are produced and distributed in a timely and accurate manner.
- 4) Coordinate the agency's annual budget process, ensuring a balanced and realistic budget is developed in accordance with the strategic direction of the agency.
- 5) Ensure that the general ledger of non-operating funds is maintained properly, including the preparation and posting of all journal entries and the production of financial reports, financial statements, and financial analysis for those funds.
- 6) Track, prepare, and file grant and contract financial reports including budgets.
- 7) Ensure that the agency has adequate insurance coverage for all exposures.
- 8) Directly supervise the Controller.
- 9) Ensure that all tax, regulatory, and licensing filings are completed in an accurate and timely fashion.
- 10) Assist other managers and employees with their understanding of the agency's financial operations through formal and informal communications.
- 11) Ensure that all purchases are made in accordance with all agency, federal, state, and contract specific policies and procedures.
- 12) Effectively manage the cash flow of the agency and ensure best practice cash management procedures are utilized.
- 13) Manage the Billing and Accounts Receivable function, ensuring a system exists for accurate and timely billing, collection, and recording of invoices and payments.
- 14) Know and provide backup to the Payroll function.

- 15) Work effectively with the Board, Finance Committee, Audit committee and Policy Council to ensure that members are aware of and involved in key financial discussions and decisions.
- 16) Interact effectively and respectfully with others and particularly with individuals whose backgrounds and life experiences are different from one's own.
- 17) Contribute to the overall success and quality of the agency by working constructively and collaboratively with other staff members to address programmatic and agency-wide issues and needs.
- 18) Constructively utilize formal and peer supervision to evaluate and improve effectiveness in providing services. This includes active participation in supervision, team meetings and agency meetings.
- 19) Pursue ongoing professional development through professional reading and attending relevant workshops and conferences (including Children's Friend's core training program if appropriate).
- 20) Other duties as assigned.

I have read the above list of duties pertaining to my position and agree to adhere to the policies and procedures of Children's Friend and Service.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*Updated 4-13-2016 (tb)*