

Position: Vice President of Finance
Reports to: President and CEO
Type: Full Time, Permanent, Exempt Position



Summary

The Mission of United Way Monterey County (UWMC) is to engage the community and focus resources to improve lives in Monterey County. The Vice President of Finance oversees all fiscal operations of United Way Monterey County, including development and coordination of budgets, audits, grants, contracts, monthly financial reporting, general accounting and human resource functions. The position oversees a finance department staff of two and outside contractor(s). In addition, the VP of Finance is a member of the senior leadership team and participates in setting strategic direction, working closely with all departments, external partners, funders and vendors to ensure smooth functioning of the organization.

SCOPE OF WORK

Budget, Finance and Accounting

- Work with UWMC leadership team and program staff to develop program and fundraising budgets.
- Ensure that financial management systems, policies and procedures include all appropriate controls to maintain the fiscal integrity of the organization.
- Supported by the staff and consultants, manage all accounting and financial functions including payroll processing, accounts payable, designation payouts, accounts receivable, pledges receivable, general ledger, grant/contract invoicing, and cash flow.
- Provide President and Board of Directors with accurate and timely financial reports and analyses.
- Prepare monthly financial statements and cash forecasts, pledge revenue and payment analyses.
- Serve as professional staff assigned to the Finance Committee, Audit Committee and Board.
- Prepare and coordinate with external audit firm all financial information and reports necessary for timely and accurate annual audits and the applicable Federal and State tax filings.
- Complete year-end closing, pre-audit reconciliations, support audit fieldwork, review audit reports and annual tax returns.
- Responsible for all financial management of federal grants and contracts, as well as private and local government grants and contracts, including invoicing, tracking of expenses, receipt of payments, and compliance with grant requirements.
- Provide timely reconciliation of all bank and investment accounts, as well as transfers between various accounts as necessary.
- Supervise Donor Database and Finance Coordinator and Accounting Associate.
- Manage changes to salaries and benefits programs from a financial perspective.

Human Resources

- Maintain personnel records for all employees, including onboarding, training, performance evaluations.
- Administer employee benefits as specified in the personnel policies.
- Assist in the evaluation and selection of benefit providers.
- Enroll employees in benefit programs.
- Oversee staff maintenance of employee PTO and leave of absence time used.
- Develop and maintain the employee handbook and other related personnel policies.

Administration

- Review and execute all insurance policies. Maintain renewals and periodically evaluate pricing and coverages for current conditions.
- Develop actionable analyses of financial performance, trends and long-term forecasts. Produce easy-to digest financial dashboards for the board and staff.
- Oversee donor designation payments and information for acknowledgements.
- Maintain files for corporate filings and contracts.
- Ensure compliance with all laws, regulations, organizational policies and funding guidelines.
- Other assignments requested by the President and CEO.

GENERAL UNITED WAY COMPETENCIES

- *Mission oriented:* Performance and professional motivations are driven by a commitment to creating real social change that leads to better lives and healthier communities.
- *Relationship oriented:* Understands that people come before process and is astute in cultivating and managing relationships toward a common goal. The ability to build, leverage, and maintain mutually positive relationships that provide support for and add value to United Way, and the community.
- *Collaborator:* Ability to cooperate/collaborate with customers and stakeholders to clearly define their objectives to identify solutions that solve their needs and lead to increased revenue. Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- *Results Driven:* Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact. The capacity to be energized and excited by challenging objectives and a concern for exceeding goals set by self or others; achieve high level, sustainable performance.
- *Brand Steward:* Steward of the United Way brand and understands his/her role in growing and protecting the reputation and results of the organization and greater network.

QUALIFICATIONS

- Well organized, self starter, detail oriented, globally observant, pro-active, critical thinker.
- Experience developing and managing budgets of \$3 Million or greater with a high level of precision.
- Strong comprehension of operations and accounting, including financial reports and database management.
- Experience with human resources, capital improvements and facility management, risk management, information technology and data security.
- Skilled in resolving complex financial issues and/or problems and can effectively evaluate options, execute a plan of action and communicate resolution to appropriate parties.
- Exceptional time management, written and verbal communication skills. Must be able to multi-task and prioritize in accordance with changing deadlines and priorities.
- Computer literate with experience in MS Office software including Word, Excel, and Outlook. Abila accounting and Andar fundraising database software a plus.
- Working knowledge of efficient filing systems, office machines and equipment.
- Ability to make sound independent decisions based on available data.
- Ability to work with a variety of personalities in a collaborative manner.

REQUIREMENTS

- Passion to serve the people of Monterey County through supporting the mission and activities of UWMC.
- Bachelor's degree in Business, Finance or Accounting or related field is required. Master's Degree in Accounting, Business Administration, or CPA is strongly preferred.
- A minimum of five years of senior-level financial management and staff supervision experience in an organization with an annual budget of \$3 million or more. Experience managing and reporting on government and non-government grants including budgeting, fund accounting, contract compliance and auditing is required. Nonprofit experience preferred.
- Offer of employment may be contingent on satisfactory results of a criminal background check.

Salary: \$110,000- \$124,000, depending on experience.

Benefits: Benefits include healthcare, dental, vision, 403B retirement plan with 3% employer contribution and up to 3% match, disability, life and generous paid time off and holiday policies.

To Apply: Interested applicants are encouraged to submit a cover letter and resume by email to Tina.Engquist@unitedwaymcca.org

United Way Monterey County is an Equal Opportunity Employer.