

JOB TITLE: Vice President of Finance

DEPARTMENT: Finance and Administration

REPORTS TO: President/CEO

LOCATION: Flint, MI

FLSA STATUS: Exempt

Our Mission: Big Brothers Big Sisters of Flint and Genesee County is to create and support one-to-one mentoring relationships that ignite the power and promise of youth.

Each employee of Big Brothers Big Sisters of Flint and Genesee County helps to extend the mission of the agency in particular ways as outlined in the position description. The essential functions of this position include, but are not limited to the following:

JOB SUMMARY:

The Vice President of Finance is responsible for timely and accurate recording and reporting of financial activities for the organization. Primary responsibilities include payroll journal, AP, grant reporting, and preparation for audits. This position is the owner and expert on the BBBSFGC accounting system. The Vice President of Finance interacts with staff in all departments and aids in training regarding accounting policies and procedures. BBBSFGC offers competitive compensation including paid leave, comprehensive health coverage and retirement match.

JOB RESPONSIBILITIES:

- Manages organizational accounting activities, including bi-weekly payroll, AP, cash receipts, account reconciliations, journal entries, fixed asset records, and monthly and annual close processes.
- Prepares monthly/quarterly/annual tax, compliance and grant reporting.
- Monitors and communicates cash requirements and grant spending.
- Collaborates with development staff to ensure ongoing reconciliation of pledges and contribution revenue between GL and donor database.
- Prepares timely, complete and accurate financial statements and other reports as required.
- Administers accounting software application, optimizes procedures, creates report formats.
- Ensures timely and accurate payroll and related employee benefits accounting. Coordinates payroll and benefit issues with Office Manager.
- Provides assistance and training to other staff regarding accounting and internal control policies and procedures. Troubleshoots and provides solutions for problems.
- Supports the annual audit process with preparation of schedules and other materials.
- Other responsibilities as determined

JOB QUALIFICATIONS:

- BA/BS, preferably in accounting or business but related coursework and experience accepted.
- 2-3+ years of relevant accounting experience and knowledge of GAAP.
- Nonprofit accounting experience with knowledge of requirements for restricted funds and grant accounting.
- Proficiency with accounting software (QuickBooks preferred) and intermediate Excel skills.
- Proven self-starter with high standards for accuracy and attention to detail.
- A demonstrated commitment to high ethical standards.
- Strong verbal and written communication skills and ability to work well with others.
- Ability to work independently, exercising discretion and independent judgment, with strong problem-solving skills.
- Ability to work well under pressure and manage competing demands while meeting deadlines.
- An understanding of confidentiality needs and ability to maintain confidentiality of sensitive information.
- Willingness to take on new responsibilities as the organization grows.
- Access to a reliable automobile, valid driver's license and automobile insurance strongly preferred.

- Familiarity with Salsesforce software desirable.
- Ability to effectively promote the mission of BBBSFGC both within the organization and with external organizational contacts.

WORK ENVIRONMENT:

The environmental conditions described are representative of those that must be met by an employee to successfully perform the functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Routine office environment.
- Moderate independent travel.
- *Physical demands:* While performing duties of job, employee is often required to stand, walk, sit, reach with hands and arms, talk and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.
- *Work environment:* The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. The Job Description may be subject to change to meet the needs of the organization. The Agency retains the discretion to add or to change the duties of the position at any time.

Your employment with BBBSFGC is "at will" meaning that either you or BBBSFGC may end your employment at any time and with or without cause.

Equal Employment Opportunity

BBBSFGC is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

ACKNOWLEDGEMENTS	
Creation Date:	Revision Date: 4/01/2022
Supervisor: I have approved this job description and reviewed with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date: