



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: VP of Finance

Leadership Level: Multi-Team Leader

Status: F/T

Reports to: COO

Pay Range: \$85,000-\$95,000

FLSA Status: Exempt

Department: Admin

Revision Date: 6/3/2024

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The VP of Finance serves on the CEO's senior leadership team and manages financial/accounting matters, information systems, and provides strategic direction and leadership for YMCA financial operations and initiatives.

ESSENTIAL FUNCTIONS:

1. Supervises and supports one full-time Accountant that manages day-to-day accounting operations, including payables, receivables, payroll, month-end closing, and reporting.
2. Monitors monthly financial operations and provides guidance to executive and operating staff. Works closely with operations staff on issues that affect financial outcomes. Secures and allocates program or project resources to ensure strategic objectives are achieved.
3. Directs establishment and implementation of accounting policies and procedures to ensure compliance with all applicable laws and regulations. Hires, trains, and manages accounting staff.
4. Collaborates with both Finance and HR team members to ensure maintenance of accurate data within our Human Resources Information System (Paycom), Accounting software (SGA), and Operations software (Daxko).
5. Oversees and certifies the annual audit. Meets periodically with the outside auditors to maintain communications. Ensures that current accounting standards and legal requirements are met.
6. Develops and leads the annual budget process, including all branch budgets. Guides the organization to make tough choices about what to stop, start, and continue. Works closely with operations staff to ensure that branch budgets are well-planned, realistic, and prepared in a timely manner.
7. Develops appropriate tracking methods for revenue and expenses on a monthly basis. Ensures proper revenue recognition in accordance with GAAP.
8. Performs monthly reconciliations between operations (Daxko) and financial software (SGA). Ensures integrity and efficiency of computerized data processing functions.
9. Maintains monthly balance sheet analysis with full supporting detail and prepares forecasts and cash flow statements upon request.
10. Works with Development team to reconcile and prepare monthly Contributions report for both Restricted and Non-Restricted giving.
11. Creates company financial reports making financial forecasts, creating risk management strategies for company assets and money, overseeing monthly budget variance reports, and advising as necessary.
12. Maintains all necessary files and accounting reports and records all transactions on a timely basis.
13. Cultivates strong relationships with internal and external stakeholders to enhance efficiency and effectiveness.
14. Performs other duties as assigned.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Bachelor’s degree in business, finance or equivalent; MBA, CPA or CMA preferred.
- Eight (8) or more years of substantive experience in bookkeeping and accounting management.
- Excellent understanding of GAAP, budgeting, accounting and auditing, end-to-end transaction processes, controls, compliance, and asset management.
- Analytical skills required to report on financial performance and market trends.
- Knowledge of computer systems, including experience with system selection, new system implementation and project management.
- Highly organized, detailed-oriented, and great oral/written communication skills.
- Previous experience with effectively managing a team, preferably at a non-profit organization.
- Commitment to the YMCA character development values of caring, honesty, respect, and responsibility is required.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s date: _____