



Big Brothers Big Sisters of Metro Milwaukee, Inc. Position Description

Position Title: VP of Finance and Administration

Reports To: President & CEO

Department: Administration

FLSA Category: Exempt

Date Approved: May 2023

POSITION SUMMARY

The VP of Finance and Administration is a hands-on and participative manager who will lead and develop an internal team to support the following areas: finance, business planning and budgeting, human resources, administration, and IT. The VP of Finance and Administration is a strategic thought-partner and reports to the President & CEO.

The VP of Finance and Administration plays a critical role in partnering with the senior leadership team in strategic decision making and operations as Big Brothers Big Sisters continues to enhance its quality programming and build capacity.

This position oversees the Operations Administrative Assistant and is responsible for completing annual Performance Reviews and setting SMART goals for this position.

QUALIFICATIONS

Education

- Bachelor's degree required; MBA/CPA or related degree preferred
- Five or more years of overall professional experience; ideally 5+ years of broad financial and operations management experience; non-profit experience a plus

Experience

- Experience with final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area.
- Experience overseeing a human resources function.
- A successful track record in the financial component of grants and contracts management
- Technology experience managing relationships with IT vendors to ensure agency productivity and efficiency.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- Personal qualities of integrity, credibility, and dedication to the mission of Big Brothers Big Sisters of Metro Milwaukee.

Competencies and Skills

- Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues with diverse backgrounds.
- Knowledge of accounting and reporting software. Experience with SAGE software a plus.
- Capacity to manage accounting for government grants, including expense and labor allocations, and the discipline to meet regular reporting deadlines.
- Commitment to training programs that maximize individual and organization goals, including implementing best practices in human resources.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Ability to maintain confidentiality throughout daily operations and communications.
- Flexible and a self-starter; a multitasker with the ability to wear many hats in a fast-paced environment.
- Ability to relate well in multicultural environments and to listen with empathy and compassion.



RESPONSIBILITIES

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments including government agencies, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the CEO; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors and serve as the liaison to the Finance Committee of the board.
- Directly supervise the Operations Administrative Assistant position.

Human Resources, Technology and Administration

- Further develop Big Brothers Big Sisters human resources management systems, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting.
- Ensure that employee recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding employee policies and procedures.
- Work closely and transparently with external partners including funders, third-party vendors and community partners.
- Oversee administrative systems and facilities management to ensure efficient and consistent operations as the organization scales.
- Manage bimonthly, monthly, and annual payroll tasks, including oversight of timecards, withholdings, labor distributions, cash flow, and journal entries.

This is an exempt position requiring a minimum of 40 hours per week and occasional nights and weekends. As a senior staff member you may attend a variety of community outreach events and meetings as deemed necessary, including but not be limited to; United Way, Milwaukee Succeeds, Community Advocates and Big Brothers Big Sisters of America.

Other tasks may be assigned by the President & CEO based on agency needs.

AGENCY REQUIREMENTS

Please see www.bbbsmilwaukee.org/careers for a complete list of agency requirements for all positions.

COMPENSATION

Salary Range: \$80,000-\$90,000 commensurate with experience

Full Benefits Package