

## POSITION DESCRIPTION

**Position:** VP of Finance (Exempt)

**Reports to:** President/CEO

**Supervisor Responsibilities:** Yes

### **Position Summary:**

The VP of Finance is a member of the executive leadership team and is responsible for oversight, analysis, and reporting on the financial condition of the organization. In addition, he/she is responsible for ensuring company accounting procedures and reporting conforms to generally accepted accounting principles.

**Essential Duties and Responsibilities** include the following, although *other duties may be assigned to meet agency needs*.

- Completes financial reports and program budgets monthly for the President/CEO and Board of Directors.
- Serves as the lead in grant budget preparation in collaboration with the President/CEO and Vice President of Operations. Monitors and analyzes monthly operating results against budgets.
- Regularly reviews and directs grant spend down activities to satisfy conditions of all grants on time and within appropriate guidelines.
- Proactively monitors and operates a strong internal control environment in compliance with Sarbanes-Oxley, GAAP and A-133 audit requirements and guidelines.
- Reviews for accuracy the following reports prepared by Paycor: tax returns quarterly/annually, including Federal 941's, state income tax withholdings, state unemployment and W-2 for employees.
- Works with IT provider to ensure access to/use of most current, supported QuickBooks applications (QBO) for financial management and business continuity
- Prepares and tracks schedules for applications and financial reports as required for state/federal entities other funders as scheduled.
- Maintains and submits all financial information to complete the annual audit, including schedules, confirmations and statements.
- Prepares the annual operating budget with the President/CEO and Finance Committee.
- Establishes short and long-term department goals, objectives, and operating procedures.
- Works with President/CEO, Vice President of Operations, and Director of Human Resources to develop the strategic plan.
- Designs, implements and maintains financial controls to ensure reports are accurate, timely and meaningful in order to safeguard organizational assets which include reconciliations.
- Directs and supervises the activities and performance of all Finance Department staff and ensures cross-training in all critical functions for appropriate backup, coverage, and business continuity.
- Observes safe job practices, maintaining a clean and safe working environment.

**Minimum Qualifications:**

- Bachelor's degree in accounting, finance, or relevant field with 3-5 years' experience, advanced degree in above related fields/CPA or additional years' experience in a non-profit environment preferred
- Knowledge of finance, accounting, budgeting and cost control principles including GAAP
- Ability to analyze financial data and prepare financial reports, statements and projections
- Effective verbal/written and interpersonal communication skills
- Detail oriented and well organized with the ability to manage multiple tasks and work to time sensitive deadlines
- Ability to work well independently and in groups
- Working knowledge of Microsoft Office programs, including Excel and Word and QuickBooks accounting software
- Valid driver's license and insurable record required

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