



POSITION DESCRIPTION: VICE PRESIDENT OF FINANCE

Position: Vice President of Finance

Reports To: President & CEO

Purpose: The Vice President of Finance is responsible for developing and managing the organization's financial strategies and policies. This role requires a combination of expertise in nonprofit finance management, strategic operations management, and an understanding of government grants and philanthropic endeavors. The Vice President of Finance is a key member of the executive leadership team and is responsible for ensuring that all financial transactions are handled properly and are following all financial regulations and grant requirements, the agency budget meets the mission of the organization, decisions are made with a full understanding of the financial impact, and that the administrative and maintenance functions effectively support the mission of SAC.

Major Responsibilities: Ensure that appropriate financial policies and procedures exist and are followed so that SAC'S financial operations function efficiently, support the mission, and follow Generally Accepted Accounting Practices.

Major Duties Include:

- Maintaining a cost allocation accounting system to enable reporting required by funding sources.
- Preparing monthly financial reports including bank reconciliations, government grant invoices, reports, and financial statements.
- Preparing all financial documents and reports required by government and private grantors.
- Presenting monthly profit and loss statements and a statement of financial position to the leadership team, executive committee, and Board of Directors.
- Assisting external auditors in annual audit of financial records.
- Manage restricted and unrestricted funds, ensuring accurate tracking and reporting of fund usage.
- Lead the process of preparing an annual budget through collaboration with the leadership team, the finance committee, and the Board.
- Monitor the budget throughout the year and make recommendations to maintain the fiscal soundness of SAC.
- Oversee financial forecast, including analysis and insights into the key drivers, assumptions and changes. Provide recommendations regarding opportunities, risk management, and resource allocation.
- Collaborate with the Executive Director and Board to develop long-term financial plans, including sustainability and growth strategies.
- Work closely with other departments to provide financial insights and support for program initiatives.
- Develop and implement investment strategies for the organization's reserves and endowments.
- Serve as staff liaison to SAC's Board of Director's Finance Committee, work closely with the Board Treasurer and Executive Committee, and participate as an active member of the SAC senior leadership team.

- Ensure stewardship of SAC assets including assessing, prioritizing, and addressing the needs of SAC's building, property, and technology.

Skills & Competencies:

Business Acumen:

- Ability to effectively interact with the public, agency clientele, staff and Board.

Financial Acumen:

- Strong knowledge of nonprofit accounting principles, financial management, and reporting.
- Ability to analyze financial challenges and recommend solutions.

Analytical Skills:

- Excellent analytical and problem-solving skills with a focus on strategic thinking and data-driven decision-making.
- Ability to analyze financial challenges and recommend solutions.

Leadership:

- Proven leadership abilities with experience managing and developing teams.

Communication:

- Strong verbal and written communication skills, with the ability to present complex financial information to non-financial stakeholders.
- Ability to speak publicly.

Technology Proficiency:

- Proficiency in financial software and systems and familiarity with accounting software.
- Full proficiency with Microsoft applications (advanced Excel skills) and QuickBooks accounting software.

Personal Attributes:

- Integrity: High ethical standards and commitment to transparency and accountability.
- Mission Alignment: Strong commitment to the mission of supporting survivors of sexual assault and promoting safe communities.
- Adaptability: Ability to thrive in a dynamic and evolving nonprofit environment.

Education & Experience:

- Education: Bachelor's degree in accounting, finance, or related field; CPA or MBA preferred.
- Experience: Minimum of 8 to 10 years of progressive financial management experience, with at least 5 years in general accounting, experience in a leadership role within a nonprofit organization.

SAC reserves the right to waive any of the above qualifications dependent on work experience and other qualifying factors.

Job Type: This is a full-time position, Monday through Friday (M – Th 8:00 am – 5:00 pm and Friday 8:00 am - 2:00 pm).

Benefits: SAC offers a competitive benefits package that includes medical, dental, vision, and long-term disability insurance, EAP benefits, supplemental AFLAC benefits, a therapy stipend, 401k plan with matching options, paid time off, floating holidays, and time off for Days of Action.

To Apply: Please submit a cover letter, resume, and references to humanresources@sacenter.org. All applications will be reviewed, and early applications are encouraged.

SAC is an Equal Employment Opportunity employer.