



**THE CHILD ADVOCACY CENTER
OF GREATER ROCHESTER**

One Mount Hope Avenue
Rochester, N.Y. 14620
(585) 935-7800
www.cacgroc.org

POSITION DESCRIPTION

POSITION TITLE: Vice President of Finance & Administration
REPORTS TO: Chief Executive Officer
SALARY RANGE: \$115,000 - \$130,000
FLSA STATUS: Full-time, Exempt (on-site)

GENERAL DESCRIPTION:

The VP of Finance & Administration is a key leadership position responsible for the financial operations of the organization, including the production of financial reports, maintenance of an adequate system of accounting and financial records, and a comprehensive set of internal controls and budgets processes. These responsibilities are all designed to mitigate risk, enhance the accuracy of reported financial results, and ensure that the reported results comply with Generally Accepted Accounting Principles ("GAAP"). The VP of Finance & Administration will handle key decisions and challenge, negotiate, and influence the leadership team.

This position also oversees HR, IT, and some facilities functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises and manages the Finance, HR, and IT Teams, provides constructive feedback, and conducts formal performance reviews.
- Prepare monthly financial statements and present leadership, including Board/Committees, with monthly financial reports.
- With a "Hands-On"/ "Working Manager" approach, manage the day-to-day financial operations, including accounts payable/receivables, billings, collections, and payroll.
- Maintain and enforce a documented system of accounting policies, procedures, and controls.
- Ensure accounting records, including financial statements and other financial reports, are accurate, complete, and conform to standards defined within the organization and GAAP.
- Work to facilitate an environment of continuous improvement, including streamlining of processes, identifying efficiencies, and improving operations of the various departments reporting to this position.
- Ensure that periodic account reconciliations are completed and reviewed on a timely basis.
- Ensure the development and management of all grant budgets, grant budget narratives, and grant budget reporting.

- Working with the CEO, guide and manage the production of monthly and annual budgets. Continuously monitor and report on variations from approved budgets.
- Periodically prepare forecasts when actual results vary meaningfully from budget.
- Cash management: Monitor cash, prepare periodic cash reports and forecasts (frequency TBD by CEO).
- Initiate, track and report on key financial performance indicators.
- Attend Finance Committee, Audit Committee, and Board meetings (when appropriate).
- Lead, coach, and mentor the Finance, HR, and IT teams – managing performance and professional development.
- Collaborate with the Development team to ensure timely donation invoicing, pledge reconciliations, collections, and reporting.
- Along with the CEO, work closely with the leadership team to facilitate efficient and effective business planning and initiative implementation. Challenge the status quo and look for ways to cut costs and increase revenue without impacting quality of services.
- Coordinate the preparation and provision of information to external auditors for the annual audit.
- Manage relationships with financial vendors and contractors, including banks.
- Review and negotiate vendor agreements as needed.
- Monitor investment performance and record monthly account activity.
- Maintain compliance with all federal and state financial and HR regulations, including payroll and benefits operations.
- Oversee the IT function and ensure that the organization is attentive to systems security.
- Work with insurance brokers to ensure that the organization is adequately insured. Assist with filing claims for insured losses.
- Perform other duties, as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in accounting, Finance, or another related field is required
- CPA is preferred
- 15+ years of progressive accounting experience, including 5+ years in a Controller or Director of Finance role.
- Non-profit accounting and financial reporting experience preferred
- Earlier experience in public accounting is highly valued

SKILLS, KNOWLEDGE AND ABILITIES:

- Outstanding computer skills, including a thorough knowledge of Microsoft Office. Knowledge of accounting software and automated payroll systems are a plus. Experience with FUND-EZ a plus.
- Solid working knowledge of GAAP
- Ability to analyze key financial data and assess its impact on the organization quickly and accurately
- Strong interpersonal skills; capable of working well with others in the organization, including Board Members, staff, and volunteers
- Handles ambiguity well and demonstrates a willingness to embrace change

- Ethical Conduct
- Strong written and oral communication skills, including ability to present materials confidently at meetings
- Experience working in a fast-paced, demanding environment
- Respect for diversity and a commitment to providing culturally competent and inclusive services

PHYSICAL REQUIREMENTS:

- Ability to work at a desk and on a computer for extended periods of time
- Ability to use a computer keyboard, mouse, telephone, and other standard office equipment
- Ability to see and read computer screens, documents, and reports
- Ability to communicate clearly with staff, board members, and vendors in person, over the phone, and on video calls
- Ability to move around an office environment and attend meetings at other locations as needed
- Ability to lift up to 10–20 pounds (e.g., files, a laptop, office supplies)

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The employee can perform the essential functions of the position, with or without reasonable accommodation.

Please send all inquiries to
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