



Vice President of Finance and Administration

REPORTS TO: CEO

FLSA STATUS: Exempt

SUPERVISES: Supervises HR/Administrative Personnel

BACKGROUND:

Ready for School, Ready for Life (Ready Ready) is a collaborative effort to build a connected, innovative system of care for Guilford County's youngest children and their families. Our focus is ensuring all children in Guilford County and their families get the resources they need for healthy development.

Family voice informs our work, and we share our learning with residents and community stakeholders. We also work with [more than 100 community partners](#) in Guilford County and North Carolina to create this system of care. As a backbone organization, our goal is population-level change.

POSITION SUMMARY:

The VP of Finance and Administration works with the CEO and is a member of the senior management team. The VP oversees an annual budget of \$15-\$18 million to accomplish the strategic milestones of the initiative. The VP creates and maintains financial management processes including financial planning, budgeting, MIS, analysis, employee benefits, compensation, and new revenue streams. The VP is the liaison to the Finance Committee of the Board of Directors.

ESSENTIAL FUNCTIONS:

Strategy

- Partner with the CEO on all operational and strategic issues as they arise; provide recommendations to the CEO based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Oversee long-term budgetary planning and cost management in alignment with the strategic milestones.
- Liaison to the Finance Committee to assist the Board Treasurer and to support communication from the staff leadership team to the Board of Directors.

Financial Management

- Day-to-day collaboration and hands-on financial accounting for the organization.
- Research and design of financial models to report performance of business results linked to community impact, as well as, exploring new sources of revenue.
- Track all expenses to grants and provide reports to staff as needed. Ensure timely invoicing of funders.
- Manage and prepare all accounting transactions to ensure GAAP, FASB and Non-Profit compliance and substantiates with supporting documentation.



- Prepare and post journal entries as assigned by the Board Treasurer. Perform month-end and year-end closing activities.
- Implementation of annual operating budgets, internal controls and procedures with the CEO.
- Prepare budgets based on multiple streams of revenue and oversee the implementation of budgets to monitor progress and present operational metrics both internally and externally.
- Ensure that finance staff maintains financial ledgers and systems in accordance with Generally Accepted Accounting Principles and monitor the use of all funds.
- Serve as a resource to Ready Ready staff on accounting issues, procedures, and budgeting timelines.
- Provide Grants Manager with materials to submit grant applications.
- Assist in annual budget preparation.
- Participate and direct the preparation and approval of all monthly, annual, and ad hoc financial reporting materials for internal review and approval by the Ready Ready Board of Directors.
- Manage cash flow and forecasting; direct all financial, project-based, and departmental accounting.
- Coordinate all audit and tax related activities.
- Perform special projects at discretion of the CEO.
- Collaborate with CEO and Board Treasurer to maintain accounting policies and procedures and set strategic direction for finance goals.
- Assist Board Treasurer in scheduling and facilitating regular Finance Committee meetings
Attend regularly scheduled Board and other committee meetings as needed.
- Maintain confidentiality of financial data and ensure financial security by following internal controls.
- Support and adhere to Accounting Controls by preparing and recommending policies and procedures.
- Update professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional societies
- Review all formal finance and IT related policies, procedures, and processes. Make recommendations for improvements to the systems to drive greater efficiency and effectiveness.
- Conduct and coordinate quarterly Finance Committee meeting agenda outlining financial performance.
- Manage banking and third-party vendor relationships.
- Oversee annual audit and tax preparation.



Team Management

- Supervise Human Resources/Administrative personnel and ensure accurate HR records such as payroll, compensation packages and fringe benefits.
- Engage other members of the senior management team to facilitate cross-department collaboration that ensures that all financial solutions positively support Ready Ready's evolving strategy, operational delivery, and established milestones.
- Engage organization to ensure that all facility, security, and operational needs are met.

OTHER DUTIES:

- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Mature and proactive business partner to the Chief Executive Officer.
- Effective analytical skills and experience interpreting a strategic vision into an operational model.
- Expertise in cash management, internal controls, budgets and planning, receivables management and financial statement preparation.
- Passion for developing a team of professionals.
- Collaborative and flexible work style.
- Hands-on manager with a desire to work in a dynamic, mission-driven environment.
- Effective communicator, with strong oral and written skills.
- Commitment to the social sector.
- Willingness to study best practices and solutions to reduce generational poverty.
- Advanced skills in Microsoft Office products.
- Proficiency and knowledge – general ledger, CRM, payroll, ACH, etc.
- Must be dedicated to mission of Ready Ready.
- Must demonstrate professional maturity and personal accountability.
- Thorough appreciation and acceptance of, and commitment to, diversity.
- Experience with Quickbooks Online a plus.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- BS and CPA and/or CMA required; an MBA would be a plus.
- Minimum of five (5) years progressive financial administration experience, and experience in a managerial position with supervisory responsibilities.
- Experience with non-profit accounting preferred.