Job Title: Vice President of Financial Operations (VPFO)
Department: Finance
Reports To: Chief Executive Officer (CEO)
Location: Newark

FLSA: Exempt: X Non-Exempt: _____

Job Summary
The Vice President of Financial Operations (VPFO) is responsible for overseeing all finance functions to ensure the financial health of the Girl Scouts of the Chesapeake Bay Council (“Council”). The VPFO works closely with the Chief Executive Officer (CEO) and Senior Leadership Team to develop and implement Council financial strategies. In partnership with the CEO, Board Treasurer, and Finance Committee, the VPFO provides overall leadership and direction to the Council and is also responsible for providing effective stewardship, control, and management of the Council’s finances. In addition, the VPFO partners with other operational areas to support the Council’s mission, goals and strategic priorities. The VPFO should be able to demonstrate flexibility and adaptability in a constantly changing environment.

Essential Duties and Responsibilities
Organizational Leadership
• Advise CEO and the Council’s Board of Directors on all matters pertaining to finance policy to ensure that financial strategies (short and long term), decisions, and functions effectively facilitate achievement of Council goals.
• Serves as the Council liaison to the Board Treasurer, Finance Committee, Audit Committee, and Investment Committee to ensure the Board of Directors effectively executes its fiduciary responsibility.
• In conjunction with the CEO, annually establish a set of council financial goals and strategies to be incorporated into the budget planning process.
• Provide timely and accurate analysis of budgets, financial reports, and financial trends to assist CEO and Senior Management Team in decision-making and goal execution.
• Develop metrics to measure strategic accomplishments and monitor performance.
• Initiative action when productivity is stalled.
• Translate complex financial concepts to convey, explain, and document the financial activities of the Council.
• Participate and partner with Girl Scouts of the USA (GSUSA) on task forces, webinars, and workgroups and uses the tools at hand to streamline processes.
• Foster a good working relationship with Senior Management Team, other key staff and constituents built on trust, candor, and respect.

Treasury
• Maintain the Council’s banking and legal relationships for all corporate banking and property transactions.
• Manage relationships with financial institutions (investments, loans, lines of credit, changes to accounts).
• Monitor and manage leases, notes payable and other long-term liabilities financed by third parties.
• Ensure that all bank accounts are reconciled monthly.
• Monitor cash flow to ensure efficient use of cash resources and make recommendations for cash transfers.
• Oversee Troop Bank Accounts and annually perform internal audits with any plans of correction.

**Accounting Operations**
• Work with the CEO in the development and management of the annual operating and capital budgets.
• Prepare financial statements, cash flow projections, forecasts, and other financial reports.
• Along with the Finance Committee, manage the Council’s investments to ensure maximum return and compliance with investment policies.
• Ensure all Council financial operations are carried out in compliance with local, state, federal, and nonprofit regulations, guidelines, and laws.
• Oversee the day to day administration and control of the accounting function to safeguard the Council’s assets (both physical and financial) and to ensure financial transactions are processed accurately, timely, and are recorded in keeping with accepted accounting standards and principles.
• Ensure that all sub-systems that track financial activity reconcile to the GL on an ongoing basis.
• Oversee the month end close process to ensure the accuracy of monthly reporting.
• Perform analysis of complex accounts and review all other account reconciliations to ensure accuracy.
• Ensure that invoices and other payables are being coded accurately and paid timely.
• Ensure that deferred revenue, fixed assets, inventory and pre-paid expenses are being captured accurately as part of the month end process.
• Review, develop, implement and train staff on any new or updated financial Policies and Procedures always striving for best practices.
• Ensure that the Financial data base systems and sub-systems are kept up-to-date and accurately capture the financial activity of the council.

**Budget**
• In partnership with the CEO and Executive Vice President (EVP) and with input from department directors, prepare the general operating budget for presentation to the Council’s Board of Directors and monitor performance of the approved budget.
• Integrate departmental operating budgets, provide monthly budget to actual reports to managers, and work with Senior Leadership Team to protect assets and contribute to prudent management and decision-making.
• Ensure that the approved budget is entered into Accounting system accurately.
• Analyze and interpret variances.
• Construct year end forecasts/projections for the Finance Committee to ensure proper financial oversight, planning and management throughout the year.
• Assess what changes are needed and identify opportunities for improvement.
• Present the internally approved budget to the Finance Committee before presentation and approval by the full Board.
• Ensure that funds are budgeted with respect to support arising out of special gifts, specific program grants, and other designated allocations.

Financial Performance
• Monitor the financial performance by measuring and analyzing results on a continual and frequent basis.
• Research and understand variances, initiate corrective action plans and report on progress.
• Seek to identify and achieve best practices in financial accounting of Council activities.
• Ensure internal controls and profitability for Council activities such as the Retail Shop, Camp Management or Cookie sales.
• Analyze the activities of the Development Department (Grants and Contributions and Special Events) to ensure expenses are being spent in compliance with grant and other restricted stipulations.
• Oversee all financial reporting activities, providing CEO and the Council’s Board of Directors, the Finance Committee, the members of the Annual meeting and Senior Leadership staff with accurate and up-to-date information on the financial activities of the Council.
• Maximize physical plant operations for all Council-owned properties, including service centers and camps, to ensure the acquisition and disposition of fixed assets, construction, improvements, and maintenance are managed in the most cost-effective manner.
• Manage the contract process including initiation of RFP’s, following an established procurement policy and determining the scope of work for contract staff.

Annual Audit, Reporting and Risk Management
• In partnership with the Audit Committee, retain an independent auditor to insure an unqualified annual audit.
• In partnership with the CEO, negotiate and renew all Council insurance packages.
• Coordinate and oversee all internal and external audit activities.
• Submit all required Federal, State, Local and GSUSA reports timely and accurately.
• Ensure that all grant reporting is completed timely and accurately.
• For the annual external audit, prepare the Trial balance, confirmation letters, obtain needed documents as directed by the audit firm, prepare or review needed schedules and review any needed audit adjustments.
• Use the audits to identify opportunities for improved efficiencies and oversee the implementation of these improvements to internal controls and/or operating procedures.
• Prepare the Schedule of Functional expenditures.
• In conjunction with the CEO, EVP and other senior staff, prepare and file the 990.

Staff Supervision
• Manage the effective development and retention of high performing finance staff to ensure they are organized and deployed appropriately to achieve successful operating results.
• Practice reflective supervision of staff ensuring their own ability to set and meet annual performance goals.
• Create a productive work environment that encourages teamwork, supports collaboration and consistently promotes professionalism.
• Identify what motivates individuals and leverages it to produce desired outcomes.
• Encourage innovation and empowers others to engage in an open exchange of ideas to incorporate change, explore innovative solutions and achieve desired results.
• Work with the HR Manager to ensure compliance with employment and other applicable laws.
• Provide needed supervision, mentoring, coaching and/or training to staff to maximize their opportunity for success.
• Recognize and resolve conflict between staff and departments and offer solutions to bring about resolution.

Other Duties
• Perform other related duties as requested.

Competencies and areas of expertise may include:
• Leadership, mentoring and development, financial management, risk management, budget administration, contract management, accounting, adaptability, compensation and benefits, property management, human resources, professional conduct, problem solving and organizational knowledge.
• Organizational leadership, which reflects the VPFO’s role as a member of the Council’s leadership team.
• People leadership, which reflects the VPFO’s role in engaging and motivating Council staff and key volunteers. Collaborates with others to create optimal solutions; fosters a commitment to a team approach to work; and promotes partnerships between work units.
• Personal leadership, which reflects the VPFO’s self-awareness.
• Financial leadership, which reflects the specialized talents and content expertise the VPFO brings to the Council.
• Oral and Written Communication abilities (i.e. In person, verbal, written, and/or phone); expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying; prepares organized and structured presentations; has demonstrated ability to work with a wide range of sensitive and confidential issues and communicate effectively with a diverse group of girls, volunteers, staff, Board Members and constituents.
• Problem-Solving - identifies and analyzes existing and potential problems systematically and thoroughly; reports/documents the problem; obtains and evaluates relevant information and contributing factors; identifies important interrelationships; implements solutions after evaluating alternatives and anticipating their impact; supports decisions or recommendations with data and/or reasoning; defines and implements solutions to problems; makes independent decisions and exhibits strong resourcefulness in finding solutions.
• Project Management – demonstrated ability to coordinate multiple projects while managing conflicting priorities and deadlines; formulates short and long-term project goals, objectives, schedules, and priorities in line with council goals; anticipates issues, obstacles, or opportunities that may impact plans or actions; establishes courses of action for accomplishing goals while attending to and incorporating information obtained during day-to-day administrative tasks.
• Judgment and Decision-Making - recognizes when immediate action is required; recognizes when sufficient information has been obtained to make a decision; makes decisions where appropriate or refers decisions to the appropriate organizational level; makes decisions without undue delay.
Direct Reports:
- TBD

Travel
- Approximately 5% travel

Qualifications:
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.
- Knowledge of financial and accounting software applications.
- Knowledge of federal and state financial regulations.
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Excellent organizational skills and strong critical thinking skills.
- Ability to multi-task, meet deadlines and facilitate projects to their completion.
- Highly motivated, adaptable, and able to function in a fast-paced environment.
- Demonstrated ability to work collaboratively as part of a Senior Leadership Team.

Physical Demands and work Environment:
Occasionally required to stand; walk, site; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment. Occasionally lift and/or move up to 25 pounds. Must have close visual acuity to perform activities such as viewing a computer terminal, preparing and analyzing data and figures. Occasional high stress work may be required in dealing with volunteers/staff/stakeholders.

Education/Experience
- Bachelor’s or higher degree in Finance, Accounting or Business Administration and at least 5 years’ nonprofit finance experience, CPA preferred.
- Minimum 3 years direct management and supervisory experience.
- Prior experience with financial management, budget administration, risk management, and project management.
- Current understanding of federal, state, and local accounting rules and regulations.
- Experience with or a strong willingness to learn accounting software (Abila).
- Experience with or a strong willingness to learn Salesforce.
- Ability to maintain strict confidentiality.

The Following Requirements Apply to All Positions
- Become a registered member of the Girl Scouts of the United States of America. Have working knowledge of the Girl Scout philosophy and program and be committed to the Girl Scout mission.
- Cope with stressors and demands that are associated with the job and/or the work environment so that acceptable and defined levels of performance and overall contribution are maintained.
- Adaptable and flexible work environment including but not limited to working additional hours (nights and weekends) as business needs may require.
- Possess a valid Driver’s License and have regular access to a reliable vehicle.

Exposure and Environment Conditions: None