

UNITED WAY OF ERIE COUNTY

VICE PRESIDENT, FINANCE AND ADMINISTRATION



United Way of Erie County

Department: Administration
Reports to: President/CPO

ORGANIZATIONAL OVERVIEW

United Way of Erie County is a local social impact organization focused on breaking the cycle of poverty in our region.

Our Vision is that the Erie region is a collaborative community of opportunity where ALL students succeed and ALL families thrive.

At United Way of Erie County, we value the differences of ideas, experiences, and individuals without regard to race, religion, color, gender, nationality, sexual orientation, physical challenge, or age. We believe we are strongest when we are most inclusive.

POSITION SUMMARY

The Vice President, Finance and Administration reports directly to the President of United Way of Erie County (UWEC) and is the senior financial position for the organization, overseeing all matters related to such. The Vice President is responsible for all accounting, finance and treasury functions for UWEC as well as responsible for developing the financial infrastructure and systems needed to safeguard UWEC's financial assets, and accurately and properly report the financial results and position of UWEC.

The Vice President supervises and works closely with the Controller to accomplish the above responsibilities.

In addition, this position supervises the Director, Erie FREE Taxes to assure that program is implemented and managed with fidelity and in compliance with IRS requirements.

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

ESSENTIAL FUNCTIONS

- As a member of United Way of Erie County's management team, this position directs the development and administration of UWEC's financial matters, including budgeting, auditing, accounting and financial reporting.
- Approve the payment of payroll, operating expenses, community investments, grants, and capital items.
- In cooperation with the President, develop and oversee the annual budgeting process.
- Oversee the classification and allocation of restricted funds.
- Oversee the payroll function and ensure compliance with all 403b plan documents and federal and state regulations.

- Review, analyze, and report on monthly results; update strategic financial plans and forecasts; provide monthly financial reporting to internal and external stakeholders; oversee grant administration; and manage key contracts.
- Review financial legal matters and contracts.
- Monitor the performance and application of investment funds.
- Prepare and present summary financial information at meetings of the Board of Directors.
- Prepare cash flow projections and ensure adequate funding.
- Oversee grant administration by the Controller, including federal, state and private grants.
- Oversee all insurance policies.
- Direct and support the Controller with financial accountabilities including review of monthly reconciliations, journal entries, cash receipts, designation reporting and payments.
- Direct and support the Controller to ensure donor pledge processing workflow is both timely and accurate.
- Direct and support the Controller in administering employee benefit programs.
- Direct and support the Controller in complying with United Way Worldwide reporting requirements.
- Work with Controller in the development and implementation of internal fiscal systems, policies and procedures with an emphasis on improving internal controls and organizational effectiveness. Maintain the integrity of the financial records recorded in the financial software system.
- Ensure internal controls & systems are adequately designed and operating effectively.
- Oversee the annual financial statement audit.
- Oversee all tax and other required filings.
- Maintain banking relationships; negotiate credit facilities and ensure covenant compliance.
- Work with Director, Erie FREE Taxes to oversee program implementation; meet as needed to support the Director year-round; and, assure that position has the resources needed to execute responsibilities.
- Ensure UWEC's Information Technology needs are being met effectively and efficiently.
- Collaborate with other departments to achieve organizational goals beyond financial matters.
- Represent UWEC at professional gatherings and civic events.

OTHER

- Additional responsibilities/duties as assigned

EDUCATION

- Bachelor's degree, Master's preferred, or five (5) years equivalent field experience

EXPERIENCE

- Minimum eight years of broad finance experience
- Significant experience developing organizational budgets

SALARY RANGE

- \$65,000 - \$85,000

REQUIRED SKILLS

- Strong oral and written communication skills
- Ability to work independently and as part of a team
- Ability to build and maintain relationships with a variety of stakeholders
- Ability to handle confidential information with sensitivity and integrity
- Strong interpersonal skills
- Administrative and management skills
- Excellent organizational skills and attention to detail

PHYSICAL REQUIREMENTS

- Communicates with staff, volunteers, and others
- Positions self to use office equipment
- Access to reliable transportation

WORK ENVIRONMENT

- Primarily works in climate-controlled office-based setting
- Position may require worker to commute to offsite locations to complete business