



Senior Finance Director Job Description

VMC is a non-profit 501(c)(3) organization that is also an owner/partner in other for-profit ownership entities (Minvilla Manor MT, LP, GP, and Caswell Manor LP, GP). These financial structures support our apartments as part of our Permanent Supportive Housing (PSH) programs. Additional financial responsibilities include various checking, credit card, merchant, investment, Simple IRA, and endowment accounts.

Our mission is to prevent and end homelessness through compassion, accountability, and results. VMC offers personalized services to individuals experiencing a housing crisis or homelessness. VMC's programs support our mission to facilitate permanent supportive housing for those who are homeless and provide services to prevent homelessness.

Senior Finance Director

JOB CLASSIFICATION-Exempt

JOB STATUS-Full-Time

SALARY RANGE-\$80,000 - \$85,000

REPORTS TO-Chief Executive Officer

KEY RESPONSIBILITIES

The Senior Finance Director is responsible for the overall financial management, planning, and oversight of Volunteer Ministry Center and the above-mentioned entities. The Senior Finance Director will play a key role in grant management, ensuring compliance with grant requirements, and maintaining financial stability.

The Senior Finance Director supervises one Staff Accountant and works closely with the CEO, COO, CCO, and the Finance and Housing Committees.

The ideal candidate possesses strong financial acumen, strategic thinking, leadership qualities, and the ability to adapt and innovate, along with a track record of contributing to organizational growth and efficiency.

• Financial Management and Planning:

- Develop and oversee financial strategies, plans, and annual budgets to support the organization's goals and objectives.

- Prepare and present monthly financial reports to the CEO, Board of Directors, and other stakeholders.
- Work with the treasurer of the board to keep them informed of relevant financial matters.
- Coordinate with financial consultants (asset and housing managers) and investment partners (banks and investors) to ensure the flow of funds complies with all applicable partnership, funding, and investment agreements.
- Develop and oversee policies and procedures for staff/donors to facilitate planned and charitable giving, as well as donations through stock, foundations, donor-advised funds, etc.

· **Grant Management:**

- Lead the financial management of grants, including proposals, budgeting, tracking, reporting, and compliance.
- Work closely with CCO and COO to develop grant budgets and program progress reports to ensure proper allocation and spend down of funds.
- Prepare or oversee staff in the accurate and timely submission of invoices to grantors and funding agencies in cooperation with the CCO.

· **Accounting and Compliance:**

- Ensure accurate and timely financial reporting and compliance with GAAP, federal and state regulations, non-profit-specific compliance, and internal organizational policies
- Oversee the annual audit process and manage relationships with external auditors.
- Assess, develop, and maintain internal controls to safeguard the organization's assets and ensure the integrity of financial data.
- Assist the outside auditor with preparing the annual completion of IRS Form 990.

· **Staff Supervision:**

- Supervise, mentor, prioritize, and support the Staff Accountant in their activities as outlined in their job description and/or delegated in writing. Activities include A/R and A/P tasks; invoicing, entering contributions, making bank deposits, reconciling the various checking accounts, paying bills, verifying credit card purchases, etc.
- Foster a collaborative and efficient work environment both within the Accounting Department and especially with the Development Department (Grants, Donors, etc.).
- Delegate tasks effectively and provide ongoing training and professional development opportunities.

· **Financial Reporting and Analysis:**

- Conduct financial analysis and provide insights to inform strategic decision-making.
- Develop and maintain financial forecasting models to support long-term planning.
- Identify and mitigate financial risks.
- Monitor accounts for staff and organizational investments; advise the CEO and finance committee on improvement opportunities for relationships and investments.

• **Collaboration and Communication:**

- Collaborate with the CEO, Board of Directors, and other senior leaders to align financial strategies with organizational goals.
- Support the implementation and reconciliation of VMC fundraisers.
- Communicate financial information clearly and effectively to all stakeholders.
- Build and maintain relationships with funders, donors, and partners.

COMPETENCIES

- Strategic Planning
- Risk Management
- Professional Communication
- Strong Leadership + Servant Leader Mindset
- Problem Solving
- Critical Thinking Skills
- Time Management
- Accurate, Punctual, and Dependable

SUPERVISORY RESPONSIBILITIES

Supervise and direct Staff Accountant

WORK ENVIRONMENT/EQUIPMENT USE

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL/MENTAL/SENSORY DEMANDS

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift or move up to 25 pounds.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday–Friday, 8:00–5:00, but may be flexible, including working from home once a week after proven performance. Presence at VMC events and Board of Directors meetings is required.

WORK RELATED TRAVEL

Travel is not required for this position.

EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting, finance, or related field; CPA or CMA preferred.
- Minimum of 10-15 years of progressive fiscal management experience, preferably in a non-profit organization.
- Strong knowledge of GAAP, grant management, and non-profit accounting principles.
- Thorough knowledge of government grants (Local, State, Federal)
- Proven experience in budgeting, financial analysis, tax credits, and reporting.
- Excellent leadership, supervisory, and communication skills.
- Tech-savvy and proficient in QuickBooks Online, Spreadsheets, and Microsoft 365.
- Ability to work independently and as part of a team, with high integrity and accountability.
- Experience with non-profits preferred

SKILLS AND PROFICIENCIES

- Work independently with minimal supervision.
- Ability to handle multiple tasks in a busy workplace environment.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Affirmative Action/EEO statement

VMC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, gender, color, religion, sex, national origin, sexual

orientation, age, disability, or genetic information or any other class protected by state or federal law.

Job Type: Full-time

Benefits:

- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Physical Setting:

- Office

Schedule:

- Monday to Friday

Experience:

- Accounting: 6 years (Required)

Work Location: In person and some work from home

Please follow this link to apply: <https://vmcinc.bamboohr.com/careers/86>