JOB DESCRIPTION

| **TITLE** | VICE PRESIDENT OF FINANCE |
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| **Reports To**  | [Insert Title] |

**Job Purpose**

The **Vice President of Finance** is responsible for developing [Organization Name]'s financial management strategy and contributing to the development of the organization's strategic goals. In addition, the VP of Finance is also in charge of developing and implementing more sophisticated policies and procedures in both the finance and general operational realms.

This position reports to the <insert position> and serves as an integral member of the senior management team. The VP of Finance also provides metrics to optimize our growth by identifying areas of inefficiency to maximize scalability throughout the year.

**Duties and Responsibilities**

Overall responsibilities include but not limited to:

* Providing financial planning, budgeting, cash flow, investment priorities, and policy advice to the president and other key members of senior management
* Serving as the board's and audit committee's management liaison; effectively communicating and presenting critical financial matters at select board of directors and committee meetings
* Directing all aspects of accounting operations, including general ledger, receivables, payables, payroll, and financial reporting
* Analyzing the organization’s financial results in terms of profits, trends, costs, and budget compliance
* Providing senior management with regular status and ad hoc reports
* Offering strategic advice on capital financing options to support company growth
* Developing and coordinating all relationships with lending/financial institutions
* Creating and sustaining all accounting policies and systems, including general ledger and financial reporting. Maintaining records in accordance with generally accepted accounting principles. Supervise the contract bookkeeper
* Assisting senior management with financial planning and reporting
* Collaborating with other team members to identify revenue and cost drivers and develop appropriate tracking reports
* Managing and/or preparing tax schedules, returns, and information
* Managing connections with insurance providers and enforcing adherence
* Handling all tax planning and conformance with all required federal, state, local, payroll, property, and other applicable taxes
* Creating an accounting department as the company expands
* Interacting with venture capital partners and the board of directors
* Other related financial and administrative responsibilities as required

**Qualifications**

* Bachelor's degree in accounting, business administration, sales and marketing, or another relevant field
* Master's degree in business or financial management is an advantage
* Proven work experience as a VP of Finance or a comparable position
* Accounting and spreadsheet software experience is required
* Proven success in facilitating progressive organizational change and development within a growing organization
* Comprehensive understanding of financial benchmarking, accounting, auditing, tax compliance, and other regulatory issues
* Knowledgeable about fiscal management principles and processes, such as resource management and needs assessment
* Knowledge of federal and multiple state tax laws, as well as basic accounting issues, is essential

**Core Competencies**

* Excellent judgement and problem solving abilities, including negotiation and conflict resolution abilities
* Entrepreneurial team player with multitasking abilities
* Superior management abilities; the ability to influence and engage direct and indirect reports as well as peers
* Self-sufficient, good problem solver, and results oriented
* Energetic, adaptable, collaborative, and proactive team leader capable of positively and productively influencing both strategic and tactical finance and administration initiatives
* Excellent written, oral, interpersonal, and presentation skills, as well as the ability to effectively communicate
* Capability to function as an effective tactical and strategic thinker

**Working Conditions**

* This position is set in an office/WFH/hybrid setting.
* Working hours are generally from <insert time> to <insert time>
* Long hours may be required
* Extended periods of sitting in front of a computer
* Some travel may be required