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**JOB TITLE:** VP of Finance

**REPORTS TO:** Chief Operating Officer

**SUPERVISORY RESPONSIBILITY:** Yes

**FLSA STATUS:** Salary, Exempt

**LOCATION:** Nashville, TN

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## **BIGGER AND BETTER TOGETHER**

### **About Us**

For over 50 years, Big Brothers Big Sisters of Middle Tennessee has served young people in the Middle TN region. Our work supports our belief that every child has the ability to succeed and thrive in life. Big Brothers Big Sisters makes meaningful, monitored matches between adult volunteers (Bigs) and youth (Littles). Through our commitment to quality, innovation, and the passion we have for our work, we develop and sustain positive, life-changing relationships that have a direct and lasting impact on the lives of our youth and the adults who mentor them.

Our **Mission** is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. As noted by our **Vision**, we are driven by a future in which all youth achieve their full potential.

### **WE ARE AN AGENCY THAT CELEBRATES DIFFERENCES**

We show each other dignity through our partnerships, decisions, and language. We intentionally engage, represent, and partner with our diverse communities. We demonstrate our values by learning together with staff, board, volunteers, youth, families, and investors to think and act with sensitivity and intentionality. Driven by the voice of our stakeholders, our agency develops responsive and respectful programming and builds strategic and thoughtful alliances.

We want people of all backgrounds to see themselves represented and included in our work, so we actively seek to diversify our team and bring more voices to the table. We know that teams perform at their highest when they feel supported and that they belong. Each of our team members brings unique perspectives and skills, and we are committed to building a culture where voices are heard, differences are celebrated, and everyone has the opportunity to do meaningful work. At Big Brothers Big Sisters of Middle TN, you will be inspired by talented, passionate colleagues who will motivate you to do *and be* your best. We are bigger and better together!

## About the Role

*Each employee at Big Brothers Big Sisters of Middle Tennessee helps extend the agency's mission in particular ways, as outlined in the position description. The essential functions of the position include but are not limited to the following:*

Reporting to the Chief Operating Officer, the VP of Finance performs various accounting functions to ensure smooth and efficient financial operations of the Big Brothers Big Sisters of Middle Tennessee office. The VP of Finance will handle multiple tasks with deadlines, manage agency financial operations, and provide transparent and complete reports to management. The duties of the position encompass several aspects of nonprofit financial management, including but not limited to grant processes and reconciliation, bookkeeping, accrual accounting, budgeting, and financial statements. This position is vital to our BBBSMT operations, ensuring accuracy and compliance. This position is key in aligning our organization's financial goals with our mission. By effectively maintaining the agency's finances, you help to ensure that the organization has the resources needed to fulfill our mission now and in the future, allowing for greater reach and impact. This is an opportunity for the right candidate to help build and sustain a culture of transparency, integrity, collaboration, and innovation.

### Day-to-day:

- Set the vision for and lead all accounting activities
- Ensure compliance with generally accepted accounting principles (GAAP) Operations
- Lead the end-to-end accounting process, including month end close project management
- Provides outside auditors with assistance; gathers necessary account information and documents to perform an Annual Audit and Single Audit
- Lead the process and oversight of grant management and reconciliation
- Ensure timeliness and accuracy of financial and management reporting data for CEO/COO and Board of Directors
- Manage the accounting systems (MIP and Bill.com) and ensure it meets the needs of the organization.
- Recommends financial actions by analyzing accounting options
- Creates the preparation of monthly financial statements and annual report
- Reviews budget reports and assists other departments to prepare annual budgets
- Maintains a documented system of accounting policies and procedures
- Complies with local, state, and federal government requirements
- Identifies and recommends updates to accounting processes and procedures
- Supervisory Responsibilities
- Verifies payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts
- Performs other related duties as assigned

## About You

### This Job May Be For You...

- Previous experience managing diverse revenue streams and grant processes, preferably in a nonprofit organization
- Working knowledge of MIP Abila and Bill.com accounting software
- Knowledge of and experience with accrual accounting
- Outstanding communication skills
- Strong Microsoft proficiency, particularly Microsoft Excel
- Understanding of GAAP in a nonprofit organization
- Ability to take direction and work independently, taking initiative within areas of responsibility
- Positive attitude and ability to adjust to changing priorities and growing responsibilities
- Precision and attention to detail
- Ability to contribute in a team-oriented environment
- Belief in the agency's mission

### Qualifications

Bachelor's degree in Accounting, Finance or relevant degree; MBA or CPA preferred with 5-7 years of high-level accounting experience.

## Additional Information

### Benefits

Because we hire the best people and value our staff, Big Brothers Big Sisters of Middle TN works hard to provide competitive benefits to our team. Our comprehensive benefits package, which helps to support a healthy work/life balance, includes:

- Health Care Plan (Medical, Dental & Vision) – a generous portion is paid by BBBSMT
- Domestic Partner Benefits
- Company Paid Life Insurance, Short and Long Term Disability
- Employee Assistance Program
- Immediate enrollment in our 403B --- We match 50% of what you contribute up to 6% of pay and staff are vested after 12 months of employment
- Training & development programs
- Opportunities for advancement- we promote from within!
- 20 days of paid time off
- 15 paid holidays, including the week between Christmas and New Years
- Monthly cell phone stipend
- Flexible work schedule with a hybrid work environment
- Professional resume, LinkedIn profile, and headshot

**Americans with Disabilities Act**

Employee must be able to perform all essential job functions, with or without reasonable accommodation.

**Job Responsibilities**

The above statements reflect the general duties, responsibilities, and competencies necessary to perform the job's essential duties and responsibilities. They should not be regarded as a detailed description of all the work requirements of the position. BBBSMT may change the specific job duties with or without prior notice based on the organization's needs.

**To see more of the impact we are making:** <http://www.mentorakid.org>

If this sounds like the position and organization for you, please submit a cover letter and resume to [careers@mentorakid.org](mailto:careers@mentorakid.org) with "Your Name – VP of Finance" in the subject line.

***No phone calls, please. Applicants selected for an interview will be contacted.***

BBBSMT values a diverse workplace and strongly encourages all genders, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. BBBSMT is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.