



### **Mission**

*Next Door supports the intellectual, physical and emotional development of children by partnering with their families for success in school and the community.*

## **JOB DESCRIPTION**

### **Position Title**

Vice President of Finance and Administration

### **Overview**

The Vice President of Finance and Administration will uphold and support Next Door's mission, vision and programs within Next Door and in the community. This candidate will lead our work to be the best place to work among Milwaukee nonprofit organizations – achieving this by providing leadership and oversight to Next Door's Fiscal, Information Technology and Operations teams.

The Vice President of Finance and Administration will effectively meet the full scope of strategic, business, and employee needs categorized as essential functions of the Finance, IT and Operations departments. These needs include providing effective operations and management of these departments and a strategic approach to address current-day and long-term financial, technological and operational issues.

The Vice President of Finance and Administration is an experienced, self-motivated, and team-oriented individual who can demonstrate expertise in strategy development and implementation, a firm understanding of fiscal policies and practices, a proactive approach to technology and operations.

This is an on-site position in Milwaukee, WI, with some remote work available.

### **Role and Responsibilities**

**Strategy:** As a part of the Executive Team, provide a strategic approach to meet the business and employee needs of the organization. Develop, manage, and evaluate strategies and key performance indicators to support current-day and long-term financial, technological and operational needs.

**Diversity, Equity and Inclusion:** As a part of the Executive Team, provide a strategic approach to ensure a lens of diversity, equity, and inclusion is a priority in all program development, decision-making, messaging, and program implementation. Utilize the lens to develop and maintain policies and procedures.

**Board of Directors:** As the lead Finance executive, engage the Board Finance and Administration Committee and Parent Policy Council, prepare for meetings, and provide reports to the committee and the Board of Directors. Facilitate agency decision making by presenting financial analysis and recommendations.

## **FINANCE**

Develop, manage, and evaluate strategies and key performance indicators for efficient and effective operations and management related to Finance including:

- **Financial Compliance** including adhering to all GAAP, Office of Head Start, State of Wisconsin and non-profit organization standards and policies that must be applied with diligence, efficiency, and professionalism.
- **Annual Audits** including annual audits and on-site reviews for the overall organization, the Office of Head Start, the State of Wisconsin and benefits programs.
- **Budget Development** including creation of budgets and budget justifications for federal and state grants, annual operating including non-government funding sources, and individualized programs budgets.
- **Fiscal Policies and Processes** including payroll, account payable, accounts receivable, credit cards, month-end and year-end close, and other processes.
- **Investment Oversight** including maintaining bank and investment relationships, policies, accounts, investments, loans and negotiations.
- **Private Contributions** including oversight of receipt and utilization of endowment, donor and board designated and unrestricted funds.
- **Benefits administration** overseeing the evaluating, implementing, and managing healthcare initiatives aimed at improving employee healthcare as well as other benefits.
- **Risk Management** overseeing the compiling of, analyzing, and preparing data in order to develop and recommend policies, processes and procedures to company leadership that is intended to minimize exposure to risk for the organization.
- **Finance and Human Resources Information Systems** including financial, payroll, recordkeeping and analytics systems. Collaborates with Human Resources on efficient practices.

## **ADMINISTRATION**

**Information Technology:** Develop, manage, and evaluate strategies and key performance indicators for efficient and effective operations and management related to Information Technology including, but not limited to:

- **Strategize, proactive technological needs of the organization**
- **Data Compliance**
- **Data Analysis**
- **Cyber Security**
- **Contract Negotiations**
- **Systems Maintenance and Upgrades**

**Operations:** Develop, manage, and evaluate strategies and key performance indicators for efficient and effective operations and management related to Information Technology including, but not limited to:

- **Strategize, proactive operational needs of the organization**
- **Compliance**

- **Oversight of facilities and related services including building and grounds maintenance and improvements, fleet maintenance, security, reception, emergency procedures.**
- **Oversight of Nutritional Services**
- **Contract Negotiations**
- **Systems Maintenance and Upgrades**

**Team Management:** Oversight of the Finance, Information Technology and Operations departments to ensure focus on strategies and key performance indicators. Motivate team members towards continuous achievement, collaboration and finding overall joy in their work and serving Next Door's mission. Model a customer service mindset.

**Communication:** Possess exceptional writing, listening, and presentation skills. Ability to communicate complicated concepts, laws, regulations, and procedures with clarity, effectiveness, and confidence.

**Connections:** Establish and maintain cross-functional relationships with all services and programs of Next Door to understand the needs of the employees we serve. Demonstrate ability to connect with and understand our diverse workforce.

**Conflict Resolution:** Exercise sound judgement, ethics, and decision-making. Be skilled at diffusing potentially tense situations. Understand and utilize expert resources for guidance and support.

**Confidentiality:** Maintain the utmost confidentiality regarding organizational and employee financial and human resources issues.

### **Accountability and Performance Requirement**

All staff members are accountable for knowing and performing the responsibilities associated with their individual position in an efficient and effective manner, understanding that each of us plays an integral role in the success of our mission. All staff will support the agency mission, vision, standards of conduct/code of ethics and strategic directions and support administrative decisions. This must be demonstrated by maintaining a positive work environment, and by behaving and communicating in an appropriate manner with children, families, coworkers, supervisors and the public while achieving performance expectations.

### **Qualifications**

- Bachelor's degree from an accredited college or university required. Focus in Finance or Business Management preferred.
- Master's degree from an accredited college or university preferred.
- Minimum of 5 years' experience in Finance required.
- Minimum of 5 years' experience in Information Technology or building and ground operations, fleet management, and federal procurement preferred.
- Minimum of 5 years' experience in supervising a team required.
- Knowledge and experience in education, Head Start, or non-profit organizations preferred.
- Knowledge of federal administrative requirements and cost principles preferred.

- Candidates should be able to demonstrate:
  - Excellent interpersonal and communication skills. Ability to communicate effectively internally and externally, with all level of employees, clients and partners.
  - Ability to work respectfully and effectively with a diverse population.
  - Strategic thinking and strategy and goal development.
  - Experience in conflict resolution and mediation.
  - A commitment to confidentiality regarding staff, clients and partners.
  - Good operational, management and leadership skills.
  - Excellent time management skills with the ability to handle multiple projects simultaneously and meet tight deadlines.
  - Ability to work and cooperate on all levels as a team member.
  - Ability to work with minimum supervision.
  - Ability to understand budgets and complex funding models.
- Proficiency in using Microsoft Office (Word, Excel and PowerPoint), Office365 (Teams, Outlook), and Fiscal and Human Resources databases required.
- Ability to drive and/or travel to work-related functions/meetings.
- Must have access to a personal vehicle to use on a daily basis, maintain a valid driver's license and automobile insurance with liability limits of \$300,000 (bodily injury) and \$25,000 (property damage for each occurrence).
- Must be willing to have a Tuberculosis Skin Test at the time of hire.

### **Safety and Health**

Next Door is committed to providing a safe work environment and to fostering the well-being and health of its employees. An essential part of each employee's job is the development of safe working practices and the observance of safety rules, including:

- Following safety warnings and directions at all times.
- Using personal safety devices when required.
- Reporting any unsafe conditions to supervisor.
- Following process for reporting suspected child abuse and neglect.
- Reporting unsupervised children, after ensuring child's safety.

### **Physical Requirements**

The physical 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 position, the employee is regularly required to sit/stand and move freely throughout the day. The employee must also climb stairs and walk frequently, with bending, twisting and reaching. Must be alert with good vision and hearing.

Occasionally lifting up, holding or moving up to 50 lbs.

### **Work Environment**

- Mainly office setting and travel to various sites for meetings.

- Some remote work available based on the needs of the organization, board of directors, leadership team, and Next Door employees.

**Personal/Physiological**

- Ability to make frequent, significant decisions to understand and react to the development process of children.
- Ability to respond quickly and competently to an emergency or crisis situation in order to keep staff and children safe.

Note: This position description is an accurate reflection of principal job elements. It is not intended and should not be construed as an exhaustive list of all responsibilities, skills or efforts associated with the position.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Next Door is an Affirmative Action/Equal Opportunity Employer

*Next Door is committed to providing a culture in which safety is viewed as a core principle, which guides all of our decisions and process designs. All employees are expected to consistently provide high quality and safe care. Likewise, we have an ethical obligation to identify any situations where child or employee safety may be in question, so that corrective actions may be taken immediately.*