



# Urban League of Broward County

## Employment Opportunity

**Posting Date: March 2023 until filled**

Title: **VP Finance and Administration**  
Classification: Exempt  
Department: Administration  
Supervisor: President and CEO  
Revision Date: March 2023

The **Urban League of Broward County** is seeking a dynamic **Vice President of Finance & Administration** candidate extremely familiar with nonprofit industry and economic and community development and is financially minded (translator of complicated finance terms to simple); strategic finance thinker who understands accounting so that they can direct the actions of staff and has an auditor perspective to operate the finances well; technology savvy with a vision for efficiency and automation; able to initiate and discover opportunities for growth for the organization; understands social enterprise; and understands the services provided by the organization and able to communicate successfully and directly between levels and departments. The candidate should be entrepreneurial, confident in decision making, high attention to detail, able to provide options and solutions with explanation, structured and organized and thought partner and leader for long term vision.

### **Purpose of Position**

The *VP of Finance and Administration (VPFA)* oversees the financial and accounting operations and specific administration functions of the Urban League of Broward County (ULBC) and as provided by operating agreements to ULBC subsidiaries such as information technology, facility management, and vendor relationships. Develops strategies, monitors goals and adjust policies/procedures to meet stated organizational goals. Works closely with the CEO, Board of Directors, internal teams, and external supporters.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **FINANCIAL, CONTRACT and RISK MANAGEMENT**

- Reviews and submits timely financial management reports and statements, both for internal and external use.
- Review and approve weekly invoicing and ensure alignment with budgets and policies of the organization
- Implements systems that monitor cash flow and report to President and CEO trends and fluctuations.
- Plans, develops, and executes the annual organizational budget with the executive team and the CEO.
- Monitors the implementation of the payroll, allocation, and reporting processes for bi-weekly payroll administration.
- Monitors, make recommendations for adjustments timely, and proactively recognize revenue and control expenses in accordance with the approved budget.
- Works collaboratively with senior leaders and management team to develop individual program and project budgets for timely grant and project submissions and reporting.
- Oversees the management and growth of investments, including endowments and brokerage accounts.
- Makes recommendations on the use of the financial assets of the Urban League which promote strategic growth.
- Oversee invoicing and accounts receivables and monitor in accordance with revenue projections and cash flow
- Proactively engage with departments, such as programs, philanthropy and CDFI to ensure revenue projections are met within the agreed upon timeframes and make recommendations to adjust expenses and revise strategies to achieve financial goals.

- Develops and maintains all necessary accounting policies and systems and internal financial controls, including general ledger and financial reporting. Ensures that records are maintained in accordance with generally accepted accounting principles for ULBC and its subsidiaries.
- Analyzes company's financial results to include net growth, trends, costs and compliance with budgets. Issue timely ad hoc reports to President and CEO and senior management.
- Manages relationships with financial institutions and insurance providers, including annual review and selection of policies and ensuring compliance.
- Responsible for the development of strategic goals and objectives to ensure systemic alignment of the fundraising, program, finance, and functional departments within the organizations, in collaboration with the President & CEO and Board of Directors.
- Understand and mitigate key elements of the company's risk profile, including monitoring all legal matters involving the organization and issues affecting the agency in collaboration with the CEO and the Board of Directors
- Oversee the review, selection, and maintenance of insurance coverages for all Urban League and its subsidiary assets.

#### **GENERAL ADMINISTRATION**

- Responsible for staff management, training and development, and performance management of goals that are established with staff; performance reviews are within the time frames established in policy and procedures.
- Advises management on audit requirements by funders and in compliance with state and federal laws.
- Ensures understanding, adoption, and implementation of financial management and accounting systems to improve the efficiency of the department
- Prepare dashboards, reports, and analysis and make presentations to the Board of Directors, Committees, current and potential investors and stakeholder groups.
- Provides staff support to the Board and Board Committees.
- Maintain administrative and financial compliance documents with local, state, and federal laws through third party vendor (i.e., CT Corp) and National Urban League affiliate requirements in accordance with their data systems.
- Performs other duties as requested.

#### **AUDIT PREPARATION**

- Oversees and coordinates all financial audit processes that produces the annual financial audit to the Board of Directors.
- Proactively engage with external auditor, funders, investors, etc. to ensure alignment of internal actions with generally accepted accounting procedures and all applicable regulations
- Coordinates and/or prepares tax schedules, returns and information with the external audit firm.
- Manages all tax planning and compliance with all required federal and state.
- Reviews tax returns: IRS Form 941, 990, 1099, and 1120.
- Provides oversight for administrative audits for program and special initiatives

#### **ASSET AND VENDOR MANAGEMENT**

- Oversees the management and maintenance inspection of the capital assets of the organization; Directs any capital improvement of organizational assets.
- Oversees the procurement process according to the policies and procedures and make recommendations that highlight minority diversity, when possible and high quality service within the said cost constraints.
- Oversees the internal safety committee and ensure that the actions promote the policies of the organization.
- Alerts and enacts emergency procedures in accordance with the emergency preparedness procedures and ensure the proper protection of the organization's capital assets.

- Oversees the management staff and/or vendor and maintenance of the technology needs of the organization.

#### **SOCIAL ENTERPRISE**

- Provide oversight and coordination of activities including financial pro-formas, hiring contractors, etc. relating to construction projects and land acquisitions.
- Supports the CEO in negotiations with officials and public partners involving real estate development.
- Provide financial management to the CDFI and small business loan fund including recommendations for credit facilities and investments and ensuring alignment with CDFI software/systems and Urban League's financial systems.
- Provides recommendations on strategies to increase the unrestricted net assets of the Urban League and its subsidiaries.
- Works closely with the CEO and other matters related to social enterprise as they may evolve.

#### **EDUCATION AND/OR EXPERIENCE:**

Master's degree required in Finance, Accounting, Business Administration or related field; Minimum of seven (7) years of progressive work responsibilities in financial management, supervisory experience, audit preparation, technology application, and asset management; experience in a multi-tiered nonprofit organization, preferred; strong leadership, communication, and problem solving skills are essential.

#### **OTHER SKILLS, ABILITIES, AND QUALIFICATIONS:**

- Exceptional Communication and Influencing Skills: An accounting and finance expert for the organization, strong written and verbal communication skills.
- Must be persuasive, credible, and polished communicator with excellent interpersonal and multidisciplinary project management skills.
- Must work collaboratively with internal as well as external partners and other organizations, providing exposure for organizational impact in a variety of outlets.
- Unwavering commitment to integrity, quality and excellence in financial, organizational and project management with the ability to achieve strategic objectives, manage a budget, and engage colleagues and staff.
- Strong demonstrated management experience with the ability to engage a wide range of stakeholders including advisory groups, coalitions, foundations, and corporate sponsors
- Possess integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for Urban League's mission and commitment to working collaboratively with a management team of senior professionals
- Must be able to handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities
- Strong analytical skills; basic business intuition, and common sense; strong work ethic
- Out of town travel required occasionally.

#### **COMPUTER SKILLS:**

To perform this job successfully, an individual must have working knowledge of Microsoft Office Suite; Internet Software; Electronic Mail Software, Accounting Software (Blackbaud Financial Edge NXT); Database Software (Access); Payroll Systems; Contract Management Systems; Inventory Software; Order Processing Systems; Project Management Software.

#### **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual: Analytical, Problem Solving, Project Management, and Technical Skills

Leadership: Change Management, Delegation, People Management

Organization: Business Acumen, Cost Consciousness, Business Necessity, Safety and Security

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. In accordance with the ADAAA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**OTHER:**

- Out of town travel required occasionally.
- Must have a valid Florida Driver's License and reliable transportation.
- Must be able to pass Level 2 background and drug screening.
- In compliance with the E-Verify Florida law, all persons hired are required to complete an I-9 form and provide the necessary documents to verify eligibility to work in the United States.

**The Urban League of Broward** County is an Equal Opportunity Employer committed to complying with all federal, state and local equal laws.

**If interested, submit cover letter AND resume to:**

[hiring@ulbcfl.org](mailto:hiring@ulbcfl.org)