



Urban League of Broward County

Employment Opportunity

Posting Date: January 2020 until filled

Title: **VP Finance and Administration**
Classification: Exempt
Department: Administration
Supervisor: President and CEO
Revision Date: January 2020

The **Urban League of Broward County** is a well-established and administered community based, nonprofit organization affiliated with the National Urban League since 1975. The Urban League is experiencing tremendous organizational growth and is seeking a dynamic financial strategic leader to join the senior management team. The organization recently constructed a new 28,000 square foot Community Empowerment Center and is currently expanding its program portfolio and operational budget. With a current budget of approximately \$7 million, the Urban League provides a myriad of services and programs to children and families, which can be viewed on the website www.ulbroward.org. Our financial growth philosophy is based on a diverse revenue stream, including investments, grants, corporate giving, philanthropy, and earned income ventures as well as strategic financial parameters and matrix which guides executive decision making. The Urban League ranks as one of the top affiliates in the National Urban League network and is well respected locally and statewide for its programs and administration.

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.

FINANCIAL MANAGEMENT

- Reviews and submits timely financial management reports and statements, both for internal and external use.
- Implements systems that monitor cash flow and report to President and CEO trends and fluctuations.
- Plan, develop, and execute the annual organizational budget with the executive team and the CEO.
- Monitor, 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.
- Oversees the management and growth of investments, including endowments and brokerage accounts
- 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.

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.
- Provides reports and analysis on a regular basis to CEO and the Board of Directors.
- Provides staff support to the Board and Board Committees.
- 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.
- Coordinates and/or prepares tax schedules, returns and information.
- Manages all tax planning and compliance with all required federal and state.
- Reviews tax returns: IRS Form 941, 990, 1099, and 1120.

Facility and Vendor Management

- Oversees the management and maintenance inspection of the capital assets of the organization.
- Directs any capital improvement to 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.

Real Estate Development

- 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.

Qualifications:

- The ideal candidate will have an MBA (CPA a plus) and at least 10 years' experience in a senior level financial and administrative position, including experience in a highly complex,

mission-driven nonprofit organization or association of comparable size and scope; be highly entrepreneurial with a strong track record in strategic growth and operational efficiency; and be comfortable in a highly collaborative and fast paced environment, requiring sound decision-making and resourcefulness in setting and fulfilling priorities.

- Knowledge of governmental and fund accounting principles, methods, practices and procedures.
- Ability to supervise and maintain complex accounting and audit records.
- Ability to analyze accounting statements, to audit reports and make recommendations to solve problems.
- Ability to supervise and direct work production of accounting.
- Knowledge of the fiscal statutes, laws, rules and regulations governing the organization and its functions.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.
- Ability to write reports, business correspondence and procedural manuals.
- Analytical skills to solve practical problems and deal with a variety of variables in situations with limited standardization.
- Experience working with disadvantaged populations also required.
- Results-oriented performance based contract knowledge a must.

Other

- Out of town travel required occasionally.
- Must have a valid Florida Drivers License and reliable transportation.
- Must be able to pass Level 2 background and drug screening.

If interested, submit cover letter AND resume to:

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

The Urban League of Broward County Is An Equal Opportunity Employer