



## Vice President of Finance & Administration

### Summary

The VP of Finance & Administration should be a strategic thinker responsible for the overall management of financial, business and administrative functions of the association. Although UPCEA is based in Washington, D.C., this is a remote position reporting to the CEO. The VP of Finance & Administration position is part of a senior management team that collaborates virtually. Modest travel may be required for association events and board meetings.

The VP of Finance & Administration will play a critical role in developing and implementing the financial strategy for UPCEA. This position will serve as a partner to department heads, assisting them with their financial plans and objectives.

Utilizing best industry practices, the VP of Finance & Administration will be charged with developing and implementing policies and procedures in the finance, business and administrative functional areas, and potentially human resources. Must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing and mentoring the Associate Director of Finance and Administration.

UPCEA is member-focused and strives for excellence in serving leaders in professional, continuing and online higher education. We work collaboratively and value creativity and initiative. We foster empathy, flexibility, and cultural competence.

As an integral part of the UPCEA staff, this position is expected to serve as an engaged and involved team member, supportive of the varied experiences and perspectives of internal and external colleagues; to support and actively build an office culture dedicated to superior member service; and to work within the team to ensure that decisions are made to further the association's goals.

### Key Responsibilities

#### **Finance**

- Oversees all accounts, ledgers, and reporting systems, maintains chart of accounts and ensures compliance with appropriate Generally Accepted Accounting Principles, and audit requirements.
- Maintains internal and external control safeguards and coordinates all audit activities.
- Projects and manages cash flow.
- Oversees Accounts Payable.
- Processes payroll twice a month and maintains payroll and personnel records.
- Oversees monthly reconciliations and closings.
- Produces timely and accurate reporting of financial information to the senior management team (monthly), the Finance Committee and Board of Directors (three to four times per year).
- Coordinates the preparation of the annual budget and assists the senior management team in developing department budgets for incorporation into the overall budget.

- Arranges for and coordinates the preparation of materials for the annual independent audit.
- Works with the Secretary/Treasurer and the Investment Advisors to review portfolio performance on a monthly basis and ensure investment guidelines established by the Finance Committee and Board of Directors are met.
- Serves as the staff liaison to the Finance Committee.
- Oversees the preparation of the Form 990 tax return.
- Oversees the preparation of the Form 5500 retirement benefits return.

## **Business Operations**

- Oversees business and administrative functions to ensure efficient and consistent operations throughout the organization.
- Responsible for the management and oversight of business insurance policies.
- Reviews vendor contracts and oversees external vendor relationships in the business operations functional area to ensure that UPCEA's financial interests are protected.
- Works with general counsel to review major contracts and handle human resources issues, as needed.
- Approves and oversees the purchase of furniture, equipment and supplies.
- May serve as Human Resources liaison for staff.

## **Qualifications and Competencies**

- Bachelor's Degree in Finance or Accounting from an accredited college or university.
- Minimum five years finance experience. At least two years in nonprofit or higher education setting preferable.
- Minimum three years supervisory experience preferred.
- Demonstrated ability to handle confidential information securely and make difficult decisions when necessary.
- Excellent organizational skills and attention to detail.
- An effective communicator, externally and internally within all levels of the organization. Strong oral and written skills and a willingness to share information.
- A hands-on collaborator with integrity and a desire to work in a dynamic environment.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- High proficiency in Microsoft Office, especially Excel.
- Experience with Intacct and Bill.com preferred.
- Experience with an Association Management System (AMS) is preferred.
- Comfort and willingness to learn new technologies.
- A collaborative and flexible style with a great sense of humor!

*This job outline describes the typical accountabilities and requirements of the position and should not be construed as an all-encompassing description of every duty performed by or expected of the incumbent.*

*UPCEA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, UPCEA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*UPCEA expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of UPCEA's employees to perform their job duties may result in discipline up to and including discharge.*