

Job Title:	VP Finance & Administration	FLSA status:	Exempt
Division/Unit:	Finance	Reports to:	CEO
Location:	Richmond Headquarters	Travel Required:	Yes, Richmond Metro area
Salary Range:	TBD	Position Type:	Full Time

Job Description

JOB PURPOSE:

The VP Finance & Administration has strategic oversight and management of the Finance, Human Resources and IT functions of the organization. The position is a member of the RMHFH Leadership Team and works as a direct report to the Chief Executive Officer to ensure the organization achieves its goals in accordance with RMHFH's Strategic Plan. The position requires a team focus, demonstrating servant leadership with fellow employees of RMHFH. Motivate and mentor staff.

This position will focus on planning, implementing, managing and controlling all finance, IT, and human resource technical and strategic direction for RMHFH, to include but not limited to: financial forecasting, legal compliance with federal/local regulations, cultivating and facilitating donor, board and banking relationships, and acts as an advocate for the organization's IT vision by identifying opportunities for the most appropriate and cost effective investment of financial resources. Additionally, the position will oversee all strategic, technical and compliance aspects of people management, and will stay abreast of state and federal regulations.

ESSENTIAL JOB FUNCTIONS:

Financial Management

- Provides leadership in the continuous evaluation of RMHFHs' short and long-term strategic financial objectives.
- Provides timely and accurate analysis of budgets, financial trends and forecasts to the Chief Executive Officer, management and Board of Directors to ensure full transparency.
- Evaluates and advises on the financial impact of long-range planning, introduction of new programs/strategies and regulatory actions.
- Establishes and maintains strong relationships with Chief Executive Officer, management and Board to identify their needs and seek full range of business solutions.
- Provides sound advice on financial implications of business activities that affect RMHFH organizational strategies.
- Leads and manages processes for financial forecasting, budgets, compliance and reporting.
- Provides recommendations to strategically enhance financial performance and business opportunities.
- Ensures fiscal integrity is maintained by creating and monitoring effective, transparent internal controls.
- Directs and oversees all aspects of the Finance functions across the organization; to include; but not limited to payroll, benefits, workers' compensation, unemployment claim resolutions, and grants administration.
- Ensures compliance with all applicable federal, state and local regulatory laws and rules for financial and tax reporting.

Human Resources

- Oversees key human resource functions as directed by the Chief Executive Officer; including recruitment, compensation, staffing, terminations, and training.
- Provides strategic oversight of employee benefits
- Attends staff and leadership team meetings as well as those of the Board of Directors.

- Serve in a fiduciary capacity with the organization's retirement plan(s).

Information Technology

- Establishes IT goals and objectives, and coordinates with RMHFHs' identified contractor to ensure appropriate implementation, training and compliance with RMHFHs' IT operating procedures.
- Recommends, develops and maintains an appropriate IT structure that supports the needs of RMHFH.
- Acts as an advocate for the organization's IT vision via regular written and in-person communications to the Chief Executive Officer, Board of Directors, and other end users.
- Identifies opportunities for the appropriate and cost-effective investment of financial resources in IT systems and resources, including staffing, sourcing, purchasing, and in-house development.
- Develops, tracks and controls the information technology operating budget.

Performs other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES

- Commitment to in Habitat for Humanity's global mission, principles and structure
- Ability to implement business objectives effectively and within budget
- Strong interpersonal skills with the ability to effectively communicate and manage well at all levels of the organization and with staff at remote locations.
- Strong problem solving ability
- Ability to exercise sound judgment and business intelligence to make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Thorough knowledge of GAAP reporting, financial regulations, labor law and tax requirements.
- Proficient in MS Office; Excel, Word, Outlook and QuickBooks, DonorPerfect
- Ability to plan, organize and handle multiple tasks while simultaneously meeting strict deadlines.
- Ability to use discretion when dealing with sensitive or confidential matters
- Ability to lift and carry up to 20 lbs.

MINIMUM EDUCATION / EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Business Management, Accounting/related business field or training/experience equivalent
- CPA or MBA, strongly preferred
- Ten years' experience in accounting with a minimum of five years in financial management
- Experience in real estate development, construction accounting, property management a plus

Reviewed By:	HDow	Date:	3-1-2024
Approved By:	MPeay	Date:	3-4-2024
Employee Signature:		Date:	