



United Way
of Greater Philadelphia
and Southern New Jersey

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Philadelphia and Southern NJ

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Position Profile

Vice President, Finance & Accounting

Overview:

The United Way of Greater Philadelphia and Southern New Jersey seeks a seasoned Vice President of Finance & Accounting to lead the organization's financial strategy and operations. This pivotal role offers a unique opportunity to shape a new financial structure designed to increase the mission effectiveness and enhance the fiscal health of an influential nonprofit organization focused on breaking the cycle of poverty. The Vice President of Finance & Accounting will drive financial stewardship, strategy, and compliance, working closely with executive leadership to ensure that an ever-increasing proportion of its resources are directed to community-based partners and community-driven initiatives designed to achieve its mission to end poverty in the region.

About United Way of Greater Philadelphia and Southern NJ

The United Way of Greater Philadelphia and Southern New Jersey is a mission-driven organization focused on eradicating poverty and expanding opportunity for individuals and families in the region. By convening leaders, inspiring philanthropic investments, and strengthening nonprofit capacity, United Way of Greater Philadelphia and Southern New Jersey deploys innovative strategies to help families achieve economic security. Through evidence-based programs and partnerships, the organization works to reduce economic insecurity and invest in long-term solutions for the community. United Way is embarking on a transformational effort to reshape its organizational structure to maximize the philanthropic resources that flow directly to community-based organizations in the region, with the explicit goal of supporting partnership-based initiatives that support its mission to end poverty in the Philadelphia region.

Background of A Highly Favorable Candidate:

The ideal candidate for the Vice President of Finance & Accounting role will be an accomplished financial leader with deep experience in nonprofit financial management. They will bring a track record of aligning financial practices with organizational goals and ensuring compliance with regulatory requirements. This person will have experience leading financial strategy, reporting, and day-to-day operations in a mission-driven organization. They must be skilled in collaborating with leadership and board members, offering financial insights that support strategic decision-making. Experience with nonprofit regulations and reporting, including Form 990, is critical, as is expertise in budget forecasting and investment management.

Professional Characteristics:

1. Bachelor's degree in Finance, Accounting, Business Administration, or a related field required; MBA or CPA preferred.
2. Minimum of 10 years of experience in financial management, with at least 5 years in a senior leadership role.
3. Strong background in nonprofit financial management, including experience with Form 990 and other regulatory requirements.
4. Proven experience in strategic financial planning, forecasting, and budgeting.
5. Expertise in financial reporting, investment management, and compliance.
6. Exceptional financial analysis skills with the ability to provide actionable insights.
7. Strong leadership and management experience with the ability to develop high-performing finance teams.
8. Excellent communication skills for presenting financial information clearly to diverse stakeholders.
9. Proficiency in financial management software, including advanced Excel skills and scenario analysis tools.
10. Demonstrated ethical integrity in financial practices and decision-making.

Responsibilities:

Financial Oversight and Management

- Lead all financial activities, including financial reporting, task-based financial management, and strategy development.
- Ensure that financial practices align with the organization's goals and comply with regulatory requirements.
- Oversee day-to-day financial operations, ensuring accuracy and efficiency in all financial transactions.

Budgetary Planning and Strategic Forecasting

- Lead the budgetary planning process, developing long-term financial projections and strategies.
- Provide financial analysis and updated forecasting throughout the year to inform decision-making and support the organization's strategic growth.

Investment and Finance Committee Support

- Prepare detailed materials and provide strategic guidance to the investment and finance committee.
- Support informed decision-making by overseeing investment management and financial planning.

Payroll and Fund Management

- Oversee and play an integral part of payroll processing and ensure the timely and accurate distribution of funds.
- Manage the designation and transfer of funds to maintain financial integrity and alignment with organizational policies.

Revenue Dashboard and Financial Reporting

- Produce and manage the organization's revenue dashboard, monitoring financial data for accuracy.
- Ensure all financial statements are prepared and reported on a timely basis for internal and external stakeholders.
- Produce management and initiative dashboards and reporting to support timely organization results and decision-making tools.

Compensation:

\$165,000–\$180,000 annually, with a comprehensive benefits package that is aligned with industry standards.

Organizational Information:

The Vice President of Finance & Accounting reports directly to the Executive Vice President/Chief Operating Officer and works closely with the board finance and investment committee, providing critical financial analysis and insights. The position oversees the finance team, including financial reporting, payroll, and fund management functions, to ensure the smooth execution of all financial operations. This is a hybrid position with an average of 2 days/week remote and is based in Philadelphia.

Relevant Financial Information:

United Way of Greater Philadelphia and Southern New Jersey operates with a complex financial structure, including a mix of grants, public contracts, and private donations. The organization's annual budget reflects its commitment to addressing poverty and supporting communities across Greater Philadelphia and Southern New Jersey. The Vice President of Finance & Accounting will oversee a budget aligned with these strategic goals and ensure proper financial stewardship of all funding sources.

Service Area / Industry Information:

United Way of Greater Philadelphia and Southern New Jersey serves the Greater Philadelphia and Southern New Jersey regions, addressing the critical needs of individuals and families living in poverty. Through a range of services and partnerships with local and national leaders, the organization works to reduce economic insecurity and foster lasting change in the community. The nonprofit sector in the region plays a key role in supporting economic growth and community development, making this role crucial for both organizational success and regional impact.

Additional Information:

The ideal candidate will be passionate about United Way of Greater Philadelphia and Southern New Jersey's mission to end poverty and committed to using financial leadership to make a tangible impact on the community. This role requires a strategic thinker capable of navigating complex financial environments and guiding the organization through financial challenges and opportunities.

Application Process:

Email your resume to Kori Beaman at UWFinance@DiverseForce.com by 11/20/2024. This is the final date for applications. Please disregard dates noted elsewhere on the job site. Confirmation of receipt of application will be sent by return email. Virtual screening with preferred candidates will be arranged forthwith. No phone calls, please.