Job Profile

Title: Chief Financial & Administration Officer

Organization: YWCA of Richmond

Mission
At the YWCA, we forge new directions that meet our community’s needs while staying true to our mission of the elimination of racism and the empowerment of women. Since 1887, we’ve worked to ensure that women, children, and families have access to the information and support they need to build their best lives. We promote peace, justice, freedom and dignity for all through our passion for social change. We believe that everyone has the right to live in a safe and violence-free home. We believe that all children deserve access to the tools and resources they need for educational success. We believe that everyone has the ability to empower themselves to live their best life.

Overview
The YWCA of Richmond is a 128-year-strong nonprofit organization serving families in Central Virginia. We strengthen our community on both individual and family levels through a variety of programs, many of which are free of charge or offered on a sliding scale. We provide choices in transformative programming to survivors of domestic, sexual and intimate partner violence – both emergency & ongoing services -- that foster emotional, social and economic stability. We provide children and families with quality opportunities for learning through our nationally-accredited Child Development Center and parent engagement programs. We offer prevention and education programs to young adults in middle and high schools, colleges and the community. We honor women’s leadership through our annual Outstanding Women Awards and Pat Asch Fellowship for Social Justice. We cultivate young women leaders through our Young Women’s Leadership Alliance professional board.

Position
The Chief Financial and Administration Officer (CFAO) is responsible for managing all financial and administrative operations of the organization. He/she serves as a collaborative member of the Executive Leadership Team to ensure organizational health and effectiveness. The CFAO is a strategic partner to the CEO and has the following responsibilities: financial and accounting activities, business planning, budgeting and forecasting, government grant reimbursements, human resources, facilities, office administration, and information technology. The CFAO plays a critical role in partnering with the CEO and Board of Directors to determine the strategic direction of the YWCA in order to build capacity and ensure sustainability. This is a tremendous opportunity for a finance and administrative leader to maximize and strengthen the internal and external capacity of a well-respected, high-impact organization.

The Chief Financial and Administration Officer:

- Actively participates on the Executive Leadership Team to develop and execute the strategic direction of the organization and build a healthy internal culture.
- Partners with the CEO and Board of Directors in charting the organization’s course in financial strategy.
- Recommends and develops policies to ensure internal controls are maintained and followed and that the organization is in compliance with all legal and regulatory requirements.
- Oversees all administrative and financial functions of the organization.
Responsibilities

Management and Oversight:

- Provides general oversight of all of the organization’s financial and administrative activities and conducts the day-to-day operations of the Finance and Administration departments.
- Ensures compliance with all legal and regulatory policies for accounting, finance, and human resources.
- Serves as an ambassador of the YWCA and at the CEO’s request, represents the organization in his/her absence.
- Works closely with other members of the Executive Leadership Team to make high level strategic decisions for the organization; creates and maintains a culture of trust and integrity, and demonstrates a high standard of adherence to the YWCA’s values.
- Attends and actively participates in various meetings including monthly Board Finance Committee meetings, Board meetings, administrative team meetings, annual financial review meetings and others.
- Manages the banking relationships for the organization including operational cash accounts, short term investments and the organization’s endowment.
- Manages and coordinates the annual audit process with the external audit firm. Distributes and presents audit report to the Board Finance Committee and Board of Directors.
- Oversees all government grant reimbursements to ensure documentation is in order and that all reimbursements/payments are fulfilled within the required time.

Finance and Accounting

- Develops the annual budget and corresponding program budgets that support the operating plan and strategic goals of the organization.
- Monitors progress and changes in the annual and program budgets and keeps the Executive Team abreast of the organization’s financial status on an ongoing basis.
- Manages the financial systems of the organization, developing and maintaining financial management policies, procedures and standards ensuring compliance by all staff, including but not limited to, accounting processes and procedures, internal controls and record retention.
- Maintains accounting records of the organization including payroll processing, benefits and related tax reports, accounts payable, accounts and grants receivable, shared cost and indirect cost allocations, revenue restrictions, cash receipts and fixed assets.
- Responsible for the review of all bank statements, preparation of bank reconciliations and general ledger reconciliations resolving any discrepancies. Reviews and approves expense reimbursements.
- Prepares monthly journal entries, including supporting documentation and appropriate descriptions.
- Reviews and reconciles all significant general ledger accounts, researching variances, preparing supporting schedules and communicating any identified issues to the CEO.
- Analyzes financial data, interpreting financial transactions, forecasts, cash flow projections, trends and results for discussion and review by the CEO and Board Treasurer.
- Prepares monthly financial statements with narrative description of budget variances for review by the CEO and Board Finance Committee.
- Ensures that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Assists CEO and Board of Directors in developing processes for financial improvements to the organization.

Administration and Operations

- Develops, establishes and directs execution of operating and administrative policies to support overall organizational objectives, create cost efficiencies, and ensure compliance.
- Administers the cost-effective and timely implementation of all projects and strategic plan initiatives pertaining to and within all areas of administration.
- Leads technology, facilities, maintenance, transportation and other operational departments and projects.
• Manages human resource administration, including compensation and benefits, performance evaluation, training, recruiting, hiring, and employee relations.
• Ensures that the Employee Handbook is reviewed annually and is updated regularly.
• Negotiates and manages all contracts with third-party vendors, consultants and contractors that support administration and operations.
• Negotiates and maintains all property, liability, health and other insurance policies in accordance with the needs of the organization.

Technical Competencies

• Previous experience in grant accounting, budget development, general ledgers, payroll and coding.
• Previous responsibility for overseeing the quality and content of all financial data, reporting and audit coordination for an organization.
• Ability to translate financial concepts and effectively collaborate with programmatic and fundraising colleagues.
• Proficiency in accounting and business software including QuickBooks, Excel and PowerPoint.
• Previous experience in overseeing organizational best practices in all areas of human resources.
• Technology savvy with experience negotiating and managing relationships with third party technology vendors.
• Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work within a diverse community of internal and external stakeholders.
• Ability to visualize concepts and develop strategies.
• A multi-tasker with the ability to wear many hats in a fast-paced work environment.
• General understanding of nonprofit board governance, roles & responsibilities.
• General understanding of government grant reporting and reimbursement requirements.

Behavioral Competencies

• Ability to effectively manage change and lead through ambiguity.
• Proficiency in working effectively on a team or independently.
• Collaborative work style that empowers others to be their best.
• Exhibits strong judgement under high stress situations.
• Proficiency in motivating groups and individuals to high levels of participation and engagement.
• Possess excellent interpersonal skills that are reflected in an ability to interact professionally, build trust, and that model the values of the organization.
• Possess Initiative – demonstrated ability to be self-directed to creatively identify and present new ideas and opportunities that will promote additional growth and capacity of the YWCA.
• Possess a strong sense of integrity and ethics.

Education
Four year degree (accounting or finance preferred). CPA or CPA candidate preferred.

Experience
Seven to ten years’ experience specifically in finance and administration with at least 2 of those years in a leadership role.

Compensation
Competitive

Benefits
Standard benefits offered

Relocation
Relocation is not offered for this role
Contact Information:
YWCA of Richmond
Laura Kyle
lkyle@ywcarichmond.org
(804) 980-7281