



**National Headquarters
POSITION DESCRIPTION
October, 2021**

- Position Title:** Vice President, Finance and Administration
- Reports To:** President and CEO
- Location:** NYC metro; flexible, hybrid remote/office work arrangement
- FSLA Class:** Exempt
- Purpose:** To support the management and growth of APDA in the achievement of its strategic plan and ultimately its mission by establishing the financial policies, procedures, controls, and reporting systems needed for daily and annual operations of the organization.

Core Responsibilities:

Strategy, Vision and Leadership

- Advise the President/CEO and other key members of senior management on financial planning, budgeting, cash flow, investment priorities, and policy matters.
- Serve as the management liaison to the Board of Directors and Audit Committee; effectively communicate and present critical financial matters at select Board of Directors and Committee meetings.
- Contribute to the development of APDA's strategic goals and objectives as well as the overall management of the organization.
- Maintain continuous lines of communications, keeping the President/CEO informed of all critical issues.
- Represents the organization externally, as necessary, particularly in banking and lease negotiations.

Operations

- Implement and upgrade when necessary, appropriate accounting software, and systems of policies, internal controls, accounting standards, and procedures
- Plan, coordinate, and execute the annual budget process
- Ensure that APDA is adhering to the strategic plan, delivering status reports to the Board
- Provide analytical support to APDA's internal management including development of internal management reporting capabilities

- Improve administrative and operational accounting services such as treasury management, employee benefits, grants payment processing, payroll, accounts payable, and purchasing.

Financial and Accounting Management

- Supports the President/CEO in engaging the Board's audit and finance committees on issues and trends of financial and operating issues
- Maintains internal controls and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Manages and tracks the performance of invested assets in keeping with the policies and investment guidelines.
- Assists leadership in the annual budgeting and planning process; administers and reviews all financial plans and compares to actual results in order to identify, explain, and correct variances as appropriate.
- Oversees all accounts, ledgers, and reporting systems ensuring compliance with the appropriate standards and regulatory requirements.
- Analyzes financial data and present financial reports in an accurate and timely manner through; communicates monthly, quarterly, and annual financial statements; monitor progress and changes to keep senior management abreast of financial status.
- Oversees all financial, project/program and grants accounting; ensures the expenditures are consistently aligned with the grant program budgets.
- Manages the organizational cash flow forecasting by working in partnership with the other functional departments; continually collaborates with the program function assessing the financial efficiency of program operations and establishes financial and administrative systems to support program operations.
- Coordinates all audit activities

Administrative Management

- Manages Oversees the administrative procedures relating to human resources and payroll functions for the entire organization.
- Oversees the administration of the organization's employee benefits program

Qualifications:

- Bachelor's Degree required (Accounting/Finance/Business Administration)
- MS/MBA & CPA highly desired
- 8-10+ years' of related experience within the NFP industry
- Highly organized with strong leadership capabilities with the ability to develop policies and guidelines to drive organizational growth

APDA is an equal opportunity employer and is committed to workplace diversity. Candidates from diverse backgrounds are encouraged to apply. **To apply, send cover letter, resume and salary requirements to: jobs@apdaparkinson.org**