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Director of Finance and Administration

Virginia Peninsula Foodbank
Hampton, Virginia

About the Virginia Peninsula Foodbank

Since 1986, the Virginia Peninsula Foodbank has been providing hunger relief to the cities of Hampton, Newport News, Poquoson, and Williamsburg, and the counties of James City, Gloucester, Mathews, Surry, and York. With the support of approximately 140 member agencies, the organization has provided almost 178 million meals in 34 years. The Foodbank is a proud member of Feeding America, the Federation of Virginia Food Banks, and the United Way of the Virginia Peninsula. Our vision is to inspire hope by leading the effort for a hunger free and properly nourished community.

Position Description

The Director of Finance and Administration is responsible for all financial accounting, planning and reporting for the VPF, including financial statements, tax and benefits reporting, cash management, budgets, forecasts and financial analysis. This person is also responsible for working with independent auditors and the Board's Finance Committee to ensure the financial audit is completed in an accurate and efficient manner. This person will also share responsibilities of Human Resources and Technology.

Job Responsibilities

- Responsible for ensuring the accuracy and completeness of financial data and for preparing comprehensive financial statements in accordance with GAAP. Interacts with department managers to review and explain financial information and line item variances.
- Responsible for preparing monthly financial reports and giving oral presentations to the Finance Committee and full Board on a bi-monthly basis.
- Responsible for the coordination and preparation of the annual operating budget, capital budget, short and long range financial forecasts and provides guidance and input during the strategic planning process.
- Responsible for compiling departmental and program expense budgets and ensuring that all budget data is communicated to the Board on a regular basis.
- Responsible for consulting with the Chief Executive Officer and outside investment advisors in the effective management of cash balances and short-term reserves. Also, ensures compliance with the organization's investment policy.
- Responsible for the coordination, facilitation, and timely completion of the annual independent audit, including verifying the accuracy and completeness of the Audit Report and Form 990 and certifying the "Single Audit" submitted annually to the "Federal Clearinghouse". Prepares multiple reports and spreadsheets to facilitate an efficient audit process.
- Responsible for the preparation of cost/benefit analyses for various projects requested by the CEO, management team, and/or Finance Committee of the Board.
- Responsible for periodically reviewing the organization's risk management system and make appropriate recommendations for improvement.
- Responsible for maintaining and periodically reviewing the organization's system of internal controls, including preparing, maintaining, and updating financial policies and procedures.
- Responsible for grant accounting upon request, including properly classifying restricted donations and accurately tracking and accounting for grant/restricted funds received and expended. Works closely with the Grants Manager to provide needed financial information during the grant application and accounting process.
- Responsible for ensuring compliance with all state and federal laws, as related to our status as a 501(c)3 nonprofit organization.
- Responsible for maintaining files of contracts, leases, and other legal documents of the Foodbank.
- Responsible for the Foodbank's corporate insurance program, including appropriate coverage and properly accounting for premiums paid and related expense.
- Supervises two staff members who perform general accounting, including accounts receivable, accounts payable, and donor management. They also handle administrative tasks such as answering the phone and ordering supplies.
- Responsible for the coordination and accurate completion of the annual Network Activity Report (NAR) to Feeding America.

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- Responsible for the accurate and timely filing of the annual registrations with the State Corporation Commission and the Virginia Department of Agriculture and Consumer Services. Also, responsible for federal, state and local reporting.
- Responsible for coordinating with the Foodbank's retirement plan advisor tasks including preparing annual census data, submitting contributions, and obtaining information to file form 5500.
- Shares responsibility for all Human Resources including hiring, firing, payroll, maintaining time clock and answering employee questions.
- Oversees all employee benefits, including but not limited to enrollment, updates, and terminations.
- Shares responsibility of the technology software and hardware requirements.
- Oversees software maintenance of Raiser's Edge (donor software) and ECCA software, which includes Primarius (inventory), General Ledger, and Accounts Payable.
- Perform other duties as assigned by the Chief Executive Officer.

Application Qualifications

- Bachelor's degree in accounting, finance, or business related field with minimum of 10 years' experience in financial management and 5 years of supervisory experience. CPA license, a plus.
- Possess high level of analytical, data interpretation, and problem-solving skills to achieve bottom line results.
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting.
- Ability to handle details of specific duties while still developing and maintaining a broad perspective of the organization mission and goals.
- Excellent presentation skills and ability to present complex information to staff, executive management, donors, and Board of Directors.
- Strong computer skills with proficiency in Microsoft Office Suite.
- Commitment to the mission of the Foodbank.
- Ability to work in a diverse environment with people of various educational, ethnic, and socio-economic backgrounds and ages.
- Experience with donor software a plus.
- Foodbanking industry experience a plus

Physical Demands

- The employee must frequently lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision when working with documents, computer screens, and filing.
- Regularly required to talk or hear when communicating with employees and clients.
- The use of hands and fingers to handle or feel; reach with hands and arms.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

Virginia Peninsula Foodbank is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.