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## Chief Financial Officer

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 188 million meals in 35 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 Chief Financial Officer 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. Must have a CPA license.
- 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:

While performing duties of this job, the employee is regularly required to when working in office or warehouse environment. Must be able to work in all weather and warehouse conditions; including refrigerated and freezer spaces.

This job requires that weight be lifted or force be exerted up to 40 pounds when handling inventory, donations, equipment, document and files.

Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.

Distance vision (clear vision at 20 feet or more), peripheral vision, depth perception and ability to adjust focus when operating equipment.

Regularly required to talk or hear when communicating with employees and clients.

Perform duties and work in all types of weather conditions in and out outdoors.

Use hands and fingers to handle, or feel

Reach with hands and arms

The employee frequently is required to stand and or walk for extended periods of time.

The employee must be able to climb or balance.

The employee is occasionally required to stoop, kneel, crouch, or crawl.

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**General Sign-off:** Employees are expected to adhere to all company policies and procedures.

I have read and understand this explanation and the job description.

Position: Chief Financial Officer

Employee Print Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Print Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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.