



Job Description: Vice President, Business Administration

Department: Administration

Reports To: CEO

Employment Type: Exempt

#### SUMMARY AND JOB PURPOSE:

The Vice President, Business Administration provides leadership, oversight and actively participates in the strategic and tactical planning process by providing analysis and sound business acumen for Finance, Administration and Human Resources. This position is accountable for the accuracy and effectiveness of internal controls, audits, budgets, financial management, accounting, and financial reporting. This position ensures the successful integration of financial controls and effective communication with all other departments within the organization.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

##### FINANCE & ADMINISTRATION

###### Purpose:

The Vice President, Business Administration is responsible for the management of the entire accounting and financial reporting functions at the Food Bank of NWI including but not limited to the monthly financial reporting and a yearly external audit, restricted income reporting, budget preparation, forecasts, financial analysis, management, and problem resolution, etc.

###### Responsibilities:

Manage a financial reporting system that maintains internal operating controls including accounts payable, accounts receivable, general ledger, financial statement preparation and reporting, tax return coordination, and monitoring of capital assets and inventory. Apply advanced knowledge of general and nonprofit accounting principles. Present a clear picture of the organization's financial results of operations.

- Manage a part-time Business Admin clerk whose primary responsibilities are preparing and entering financial data into QuickBooks

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- Manage a full-time Administrative clerk whose primary responsibilities are the daily processing of cash receipts and timely payment of the bills.
- Monitor and manage cash flow, grants and other restricted income, ensure accurate tracking and accounting for grant/restricted funds received and expended
- Manage tax reporting process, investments, reserve funds, fixed asset tracking and depreciation of capital assets
- Prepare monthly financial statements and other financial reports and related department P&Ls
- Develop program P&Ls, which may include multiple cost allocations
- Manage procurement systems for all functional areas
- Manage bank accounts, general ledger accounts, and complete reconciliations monthly
- Coordinate with the CEO and department leaders to develop the annual operating budget for approval by the Board of Directors.
- Manage the annual external financial audit and IRS Form 990 preparation
- Ensure accuracy of the inventory cycle counting program with reviews at scheduled meetings and ensure appropriate documentation for the annual audit
- Coordinate with VP of Operations & Programing regarding agency credits, agency grants, handling fees and other agency financial matters
- Ensure compliance with all state and federal laws, as related to status as a 501-C3 nonprofit organization
- Manage the corporate insurance program, including appropriate coverage and properly accounting for premiums paid and related expense
- Complete monthly general accounting procedures, including receivables, payables, payroll, inventory, and fixed assets when applicable
- Coordinate the accurate completion of relevant reports to stakeholders, both internal and external
- Assist the CEO in the fiscal / business affairs of the corporation including but not limited to grant compliance and accounting, local, state and federal regulatory requirements, documentations and inspections
- Draft and update department Standard Operating Procedures (SOPs) as necessary, with a review of all relevant SOPS periodically
- Assist in other FBNWI responsibilities as required

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## HUMAN RESOURCES

### Purpose:

The Vice President, Business Administration is responsible for developing and executing the general and strategic people-related initiatives for FBNWI while overseeing the day-to-day HR operations and initiatives including but not limited to recruitment and retention, onboarding, performance management, compensation and benefits, HR Information Systems (HRIS), training and development, policy development and implementation, compliance and reporting, team member relations and communication, recognition and reward, and organizational development.

### Responsibilities:

- Manage a part-time HR & Office Manager whose primary responsibilities are the day-to-day HR operations including recruitment & retention, onboarding, performance management, compensation & benefits and bi-weekly payroll preparation
- Develop and execute talent management strategies to attract, hire, retain, and compensate high performing talent
- Manage vendor relationships including but not limited to benefit brokers, insurance benefit providers, retirement plan service providers, etc.
- Oversee and support the performance management process
- Conduct timely performance reviews for associates
- Ensure compliance with Federal, State and local recruiting, employment, unemployment, workers compensation, wage and hour, and benefit requirements
- Oversee the administration of all HR records including team member files, immigration, background checks, drug testing, etc.
- In conjunction with the department leaders, develop and support strategies for employee training and professional development
- Collaborate with external ADP HR advisors and attorneys as required
- Deliver timely data and reports for HR metrics including analytics and the annual employee engagement survey
- Oversee timely communications regarding HR policies, procedures and guidelines, and updates as needed
- Develop and implement a culture of care throughout the organization
- Oversee and execute investigations, reporting, and compliance relating to all employee complaints and accidents
- Perform other duties as assigned

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**Skills:**

- Must be able to recognize and prioritize issues and opportunities; manage multiple tasks, and independently develop and execute sound solutions
- Excellent verbal, written, spreadsheet, and presentation skills and proficiency in the Microsoft Office Suite
- Excellent use of judgment and discretion relative to sensitive and restricted organization and employee information

**Qualifications:**

- Bachelor's degree in accounting or finance; Master's degree preferred
- CPA preferred
- Significant and demonstrated experience in accounting and accounting software, with 5 or more years preferred
- Progressive and robust HR management experience preferred
- Competence in employee relations and conflict resolution
- Ability to work in a fast-paced environment
- Mastery of Window's based and Microsoft Office software
- Interest and commitment to the mission of ending food insecurity

**Work Environment/Physical Demands:**

- Ability to sit a minimum of 3 hours.
- Lift up to 30 lbs.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified

Interested candidates should send a cover letter and resume to [jobs@foodbanknwi.org](mailto:jobs@foodbanknwi.org) and reference the job title listed in the subject line.

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