Community Volunteers in Medicine

Position Description

Position Title: Vice President of Finance  
Reports To: President & CEO  
FLSA Status: Exempt  
Revision Date: October 2019

Position Summary: Acts as lead for controllership of the organization under general oversight of both the President & CEO and Treasurer. Provides overall administration of the day to day financial operations, systems and activities of the organization. Ensures the overall fiscal integrity and accurate, timely financial reporting.

Major Responsibilities:

- Management of an effective System of Internal Financial Controls
- Preparation and Release of Financial Information
- Establishment and Maintenance of General Accounting System
- Facilitation of Annual General Operating Budget
- Reconciliation of Donation Receipts
- Process Cash Disbursements (accounts payable, wire transfers, bank charges, etc.)
- Maintenance of various other accounts (Investments, Fixed Assets, Accrued Liabilities, Net Assets, etc.)
- Effectively handles Banking Relations
- Preparation of Fiscal Reporting (Internal ad-hoc and monthly financial reports, annual financial statements, audited financial statements, etc.)
- Ensures compliance with Governmental Reporting Obligations (Coordination with payroll service provider, annual information returns, etc.)
- Preparation of Year-End Closing (Detailed account reviews to determine the reasonableness and propriety of each account before carrying them over into the new year, final closed general ledger serves as the primary accounting resource for internal financial reviews and use in performing the annual independent audit by a certified public accountant.)
- Administration of Insurance related functions, including but not limited to fee negotiation, claim submittal and reporting
- Oversees implementation of (and adherence to) financial policies, ensuring legal, financial compliance and accountability
- Serves as a resource for counseling staff members in fiscal affairs relative to their respective departments and the overall financial status of the organization
- Serves as member of the Finance & Audit Committee of the CVIM Board
- Processes payroll and prepares appropriate reports
- Prepares and presents Financial reports to the CVIM Board

Qualifications:

- Bachelor’s degree in Accounting, Finance or Business; CPA preferred
- Minimum of five years’ experience in financial leadership work
- Experience in nonprofit accounting
- Demonstrates qualities of leadership, maturity, integrity and organizational skills
- Possesses excellent computer skills and use of Quick Books
- Excellent communication skills and be able to relate to people at all levels of the organization