



We are looking for

VICE PRESIDENT OF FINANCE

Seattle Jobs Initiative (SJI) is an organization deeply committed to and guided in its daily work by its mission. Bounded by a set of values, SJI drives toward its vision for the future through an identity statement that defines how it will accomplish its mission and vision. SJI supports people from under-invested communities to build careers. By creating equitable workforce systems and developing impactful partnerships, we address structural racism.

As an Equal Opportunity Employer, SJI encourages people of all backgrounds to apply, including BIPOC, immigrants, refugees, women, LGBTQIA2S+, people with disabilities, and veterans. We recognize your unique qualities and the value you bring to our commitment to the communities we serve. Together we create and preserve inclusive and equitable environments.

POSITION DESCRIPTION

Seattle Jobs Initiative (SJI) is looking for a skilled, knowledgeable, highly motivated, and enthusiastic team player to collaborate with other senior leadership members and manage the organization's financial policy development, and long-range financial planning to advance the Seattle Jobs Initiative's (SJI) mission.

The Vice President of Finance manages all financial and accounting functions in accordance with the organization's financial management policies, Generally Accepted Accounting Principles (GAAP), and the Financial Accounting Standards Board (FASB). The Vice President of Finance also leads a full range of accounting and finance staff and contracting staff responsible for an increasingly complex and diverse funding structure which includes the full function of accounting, financial reporting, contracting, and compliance functions for the organization. Duties include:

- Lead and develop a team of staff members who perform day-to-day contracts, compliance, accounting, financial reporting, database management, and program data collection interface functions for the organization.
- Evaluate SJI's evolving business needs and determine restructuring of the accounting and finance team to meet current needs and expected future needs; develop and train the team during restructuring.
- Evaluate SJI's financial and operational policies and internal controls and update them as appropriate to ensure policies and internal controls are in place and maintained.
- Apply process improvement experience to streamline accounting and finance operations for maximum efficiency, quality, and evolving needs.

- Provides strategic planning to improve coordination with other lines of business to improve organization operations efficiency.
- Participate on a weekly basis in the lines of business management meetings.
- Serve as the lead staff for the Board Finance Committee and participate in Board meetings.
- Review and approve the day-to-day accounting functions including but not limited to accounts payable, payroll, accounts receivable, bank reconciliations, cash receipts, and other general ledger activities ensuring compliance with GAAP.
- Manage and monitor the cost allocation system/process.
- Manage development and updates of annual budgets for the organization and its lines of business.
- Manage timely and accurate month-end and year-end closing including but not limited to journal entries, accruals, cost allocations, and general ledger account reconciliations.
- Oversee analysis of financial and performance reporting requirements for the organization's lines of business and unique projects and programs.
- Oversee preparation of monthly financial statements, variance analysis, and other supporting schedules and ad-hoc reports as appropriate.
- Establish and monitor effective financial administrative practices including policies and procedures for finance and procurement processes.
- Ensure the timely preparation and submission of all financial reports, budgets, and billings to management, the Board of Directors, and external funders.
- Manage and coordinate all financial and compliance audits (including Single Audits for federal grant funding).
- Ensure timely preparation and submission of governmental and regulatory reports and filings. This includes quarterly payroll taxes, annual business taxes, and IRS filings (W-2s, 1099's, Form 990, Form 5500, UBIT - unrelated business income tax).
- Direct the preparation of agency-wide budgets; review budgetary proposals; prepare the supporting documentation/justification for the budget, and monitor actual results as compared to budget.
- Provide guidance to the Contract and Compliance Manager on contract administration, compliance, and regulations.
- Oversee all SJI contracts for compliance with requirements.

EDUCATION & QUALIFICATIONS

- At least 7 years in finance, accounting, or business administration; OR any equivalent combination of experience and education that provides the employee with the desired skills, knowledge, and ability required to perform the work.
- Bachelor's degree in business administration with a concentration in accounting. CPA (certified public accountants) preferred.
- Must have MIP accounting software experience.
- Experience with overseeing a \$3+ million (or more) budget on an annual basis and tracking fiscal year progress.

- 3+ years of non-profit or other relevant experience required. Familiarity with the workforce development industry is a plus.
- 5+ years supervisory experience required. Strong managerial and interpersonal skills are required.
- Track record leading and collaborating with people across cultures, lifestyles, and experiences.
- Ability to grow and adapt to changing business needs; and to foster these attributes in others.
- Ability to interact professionally and effectively with peers, board members, staff, stakeholders, organization donors, and the community.
- Proven business acumen and business planning.
- Excellent leadership skills.
- Demonstrated ability and desire to educate others about using operational, outcome, and financial data to make more effective business decisions.

WORK ENVIRONMENT

SJI operates in a hybrid flexible work environment where remote work is supported and encouraged. However, in-person requirements for conferences, organizational events, meetings, and other occasions will be required.

COMPENSATION AND BENEFITS

This is a full-time, exempt position with a hire-in annual salary pay that starts at \$132,875.55 to \$149,552.60 the organization pays employee medical, dental, vision, short- and long-term disability, life insurance, health, and dependent care flexible spending accounts, 401(k) with SJI match, PTO (paid time off), personal holidays, and organization recognized holidays that include the last week of the year. SJI offers this position an annual performance bonus should the employee consistently exceed performance goals. SJI provides remote work support to all staff

SEND YOUR RESUME AND COVER LETTER TO HR@SEATTLEJOBSINIT.COM