

PROGRAM: Administration

TITLE: Vice President\Administration

PRIMARY FUNCTION/PURPOSE

Responsibility for all non-program support services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- FINANCIAL AFFAIRS
 - Keep President\CEO abreast of all financial issues at all times
 - Analyze monthly financial statements and reports and present monthly to the President/CEO ; forecast agency revenues/expenses
 - Assist in Special Events which involve receipt of cash
 - Prepare agency annual budget through coordination with Vice Presidents
 - Schedule, coordinate and facilitate the annual financial audit
 - Ex-officio member of Board of Trustees Finance Committee
 - Monitor changes in AICPA reporting requirements
- RISK MANAGEMENT
 - Responsible for agency-wide risk management program and investigation of incidents
 - Monitor and recommend agency insurance coverages and prepare renewals
 - Monitor Administrative Organization contracts
 - Implement and monitor Return to Work program
 - Ensure continuation of Accident Prevention Plan
 - Responsible for own personal safety, safety of co-workers, and others that enter your work area
- HUMAN RESOURCES
 - Develop policies for approval of the President/CEO and administer personnel policies
 - Monitor changes in employment law
- AGENCY MANAGEMENT (in absence of President/CEO)
 - Ensure the day-to-day responsibilities of agency are met
- Other duties as assigned

GENERAL EXPECTATIONS

- Models the agency values of Respect, Compassion, Optimism, Integrity, Team Spirit, and Excellence
- Conducts weekly staff meetings to ensure that all employees are knowledgeable about Children's Shelter expectations, plans for the future, and policies

- Monthly financial statements will be distributed to the department Vice Presidents and briefed to the Board Audit and Finance Committee at their monthly meeting
- The annual budget will be presented to the Audit and Finance Committee at their May and June meetings, the Executive Committee at their June meeting and the Board of Trustees at their July meeting
- Annual audit will be completed and presented to the Board of Trustees at their September meeting

REQUIREMENTS

- Masters Degree in Accounting or related field
- Minimum of five years accounting experience in all areas of accounting
- Minimum of two years experience in Human Resources Administration
- Ability to be bonded
- Computer experience, including Microsoft Excel, Power Point and Word
- 10 key by touch
- Valid drivers license, auto insurance and access to reliable transportation

DESCRIPTION OF WORKING ENVIRONMENT

The working environment is indoors; however, it requires some travel. Special events and workload may dictate work hours in excess of 40 hours per week.

DESCRIPTION OF ORGANIZATIONAL RELATIONSHIP\REPORTING RELATIONSHIPS

Supervised by the President\CEO

Supervises Human Resources Manager, Training Manager, IT Manager and Receptionist for Administration.

Acts as principal agency liaison with Step Stone.

Drivers License#: _____ Expiration Date: _____

Personal Vehicle Insurance Card on File HR: Yes No

Incumbent: _____ Date: _____

Reviewed by: _____ Date: _____

Updated: February 2006