

employment opportunity

# Vice President of Finance at



*in Madison, Wisconsin*

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leaders

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# ***The Boys & Girls Clubs of Dane County is hiring a Vice President of Finance***

***Peter Gray Executive Search is the BG CDC's  
exclusively retained partner for this executive search***

## **about the Boys & Girls Clubs of Dane County**

[The Boys & Girls Clubs of Dane County](#) leads the way in youth development programs by working together with local businesses, foundations, and community programs to produce positive outcomes for nearly 7,750 young people and their families in Dane County, Wisconsin. Please see BG CDC [vision](#), [mission](#), [strategic priorities](#), and [facts and figures](#) for more information.



## **about the position**

With a budget approaching \$10 million, multiple locations, and a complex organizational structure, the BG CDC needs a highly capable nonprofit VP of Finance to manage its team of 3-4 finance and accounting professionals. The BG CDC also needs a VP of Finance who is committed to service of the BG CDC mission, and enthusiastic about working with a diverse staff, board, and community constituency.

Please review the position description on the following pages.



## **POSITION DESCRIPTION**

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<b>TITLE:</b>	<b>VP of Finance</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>REPORTS TO:</b>	<b>Executive Vice President/COO</b>
<b>STATUS:</b>	<b>Exempt</b>
<b>SALARY RANGE:</b>	<b>\$80,000-\$115,000 based on experience</b>

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### **PRIMARY ROLE: FINANCE**

Plans, organizes and directs financial operations and reporting requirements for the organization. Develops annual budget, establishes internal controls and ensures all financial activities adhere to government regulations, Boys & Girls Clubs of Dane County policies, Boys & Girls Clubs of America and generally accepted accounting principles. Manages all financial functions including accounting, financial operations, property management, insurance coverage, legal requirements, donor and in-kind records, and grant records/reports.

### **Essential Job Duties & Functions**

- Member of the Executive Leadership Team.
- Establish, implement and ensure compliance with policies and procedures for all financial management functions, ensuring appropriate controls and compliance with generally accepted accounting practices.
- Oversee the process for identifying and evaluating opportunities for improved financial operations, recordkeeping and reporting working with external auditors to prepare and review audit schedules and annual reports of audit findings including managing the single audit process.
- Organize, lead and facilitate organizational budget (Human Capital, Revenue and Expenses) process including the budget retreat process
- Lead the implementation of all new accounting, development, expense reconciliation or payroll software to meet the needs of the organization as needed.
- Establish, implement and ensure compliance with policies and procedures for handling cash, credit card reconciliation receipts, purchase orders, mileage, reimbursement, and other financial components.
- Liase with external auditors as needed on securing information, access to staff and analysis of any findings.
- Lead a Board Advisory Financial Committee in support of the Department's overarching goals.
- Manage performance of assigned staff in achieving goals, professional development, and performance planning, in consultation with Human Resources.

### **Resource Development**



- Support the pursuit of financial funding and resources.
- Assist with the preparation and creation of budgets for major proposals and funders.
- Ensure the timely and accurate billing for expense reimbursement/grant payments.
- Monitor all Club assets including real property and endowment/Investments.

### **Resource Management**

- Provide daily front line accounting functions and state and federal compliance requirements.
- Maintain, analyze, and monitor the general ledger for all funds.
- Ensure departmental and grant specific budgets are established and properly monitored at all levels.
- Develop efficient supply purchasing practices and competitive bidding protocols for vendors, in alignment with federal grant regulations (when necessary).
- Manage the preparation and analysis of financial reports including proscribed 'standard of work' expectations from Finance Committee members.
- Develop cash flow projections based on budget and revenue/expense components.

### **Additional Responsibilities**

- Familiarity with basic Human Resources duties such as payroll, compensation and benefits.
- Develop proficiency in the organizations accounting Software, development software, expense reconciliation software and payroll systems
- Required to participate in special programs and/or events.
- Attend meetings of Board of Directors, Executive Committee and/or other committees as requested.
- Occasional weekend and evening work as needed.
- Assume vacancies as needed.
- Other duties as assigned to support the mission and strategic priorities of the Boys & Girls Clubs of Dane County.

### **RELATIONSHIPS:**

**Internal:** Maintain contact with Unit Directors/Manager to provide technical assistance in matters of financial operations; interact regularly with Chief Operation Officer and the Board to develop fiscal policies and budgets, and to present regular reports in an advisory capacity.

**External:** Maintain contact with external auditors, vendors, insurance carriers, and other groups.

### **Required Skills/Knowledge:**

- Master's Degree from an accredit college or university in Business Administration or Economics, preferred.
- Bachelor's degree from an accredited college or university in accounting, finance, or business administration, economics required.
- A minimum of three years of progressively responsible work experience managing the accounting functions in a non-profit agency, or equivalent experience.
- Thorough knowledge of budgeting and accounting practices, processes and procedures of non-profit organizations.
- Prior experience facilitating single audit process strongly preferred.
- Effective communication skills, both verbal and written.
- Strong organization and analytical skills.



- Ability to interact professionally with Club staff, Board members, volunteers, and other stakeholders.

**PHYSICAL REQUIREMENTS:**

Office environment; must be able to sit for long periods of time and may be exposed to extended stretches of time viewing a monitor. Physical abilities required include bending at waist and reaching above the shoulder to maintain files, speaking clearly and listening actively, dexterity of hands/fingers to operate computer keyboard and enter data..

**Required Hours:**

The regular hours for this position are 9:00 am – 5:00 pm. Monday – Friday. Holiday, weekend and evening hours will be required as project deadlines dictate. Must be able to travel to off-site Clubs, meetings and events.

**Work Location:**

Due to COVID-19, employees are currently working a hybrid work schedule of on-site work and telecommuting as approved by a supervisor no more than 50% of the time. Employees must maintain phone and internet services to be able to complete work as required. Technology equipment will be assigned to ensure employees have access to BG CDC servers and files. Employees may be required to work from their assigned office as needed. All COVID-19 mandated policies must be followed as posted.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Boys & Girls Club of Dane County is committed to employment equity. All responses will be handled with strict confidence.

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## job location: Madison, Wisconsin

The BG CDC serves the metro Madison, Wisconsin region, with its [administrative office](#) located on Madison's South Side.

Due to the team management responsibilities and highly collaborative nature of this job, it is an onsite position whose responsibilities cannot be fulfilled remotely. So the VP of Finance is expected to reside in the Madison metro area, and to commute to the BG CDC office daily.

This is a national search, and the BG CDC is ready to offer financial assistance for relocation.

### TO MADISON BY CAR:

From Milwaukee: 79 miles, 1½ hours

From Dubuque: 91 miles, 1¾ hours

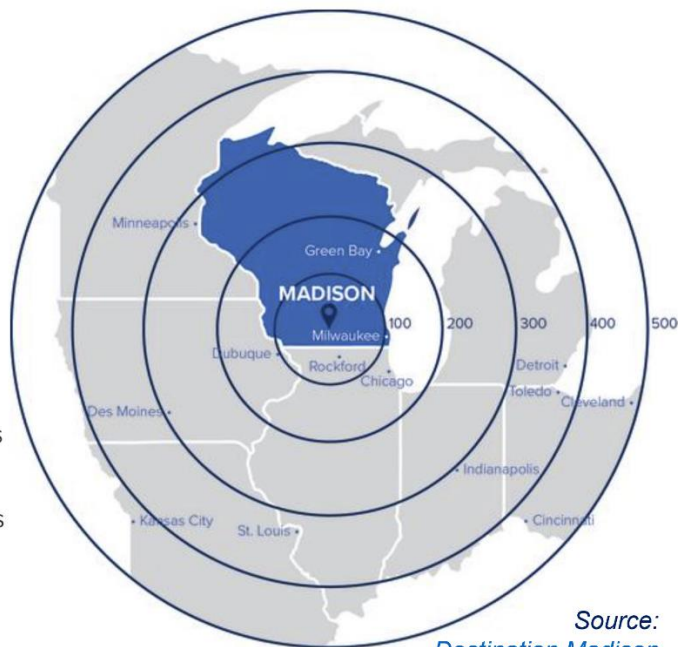
From Chicago: 147 miles, 2½ hours

From Green Bay: 140 miles, 2½ hours

From Minneapolis: 273 miles, 4½ hours

From Des Moines: 292 miles, 4¾ hours

From St. Louis: 359 miles, 5½ hours



Source:  
[Destination Madison](#)



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### about Madison, Wisconsin

Madison, Wisconsin is a vibrant city of over 250,000 residents. Its Dane County metro area is home to over 550,000 residents, making it Wisconsin's second largest metro, after Milwaukee.

Madison is the capital of Wisconsin, a world-class [research & technology university](#) city, and a thriving creative-class hub.



Source: *Focal Flame Photography*

Nestled on a chain of scenic lakes, the Madison region has been home to the [Ho-Chunk nation](#) for over 11,000 years. Its Ho-Chunk name is [Dejope](#), meaning "Four Lakes." The region has the world's largest concentration of [Indian effigy mounds](#). There are [dozens](#) on the University of Wisconsin-Madison campus alone.

Madison is consistently named a [best place to live](#) in US nationwide rankings and surveys. Madison earns accolades for its [green](#) & [healthy](#) lifestyle, its [gender parity at work](#), its [educational attainment](#), its [family-friendliness](#), its [sports](#), its great [beer](#) scene, even its [happiness](#). (See Madison [rankings](#), [fun facts](#), and [things to do](#))

Madison's local economy and job market are among the strongest in the US. Dane County (metro Madison) had just [2.2% unemployment in May 2022](#). (Compare to unemployment rates of [2.9% statewide](#) and [3.6% nationwide](#)). National and global companies headquartered in metro Madison include [Epic Systems](#), [American Family Insurance](#), [Exact Sciences](#), [Lands End](#), [CUNA Mutual](#), [Promega](#), [ETC](#), and [Sub-Zero](#).

Madison has a vibrant nonprofit sector. Locals like to say Madison has the most nonprofits per capita of any US city. (Don't tell them [this report](#) ranks Madison #2!)

With a median home cost of \$328,700, Madison offers a lower [cost of living](#) than many desirable metros.

Madison's racial and ethnic [demographics](#): 73% non-Hispanic White, 9% Asian, 7% Black, 7% Hispanic, 6% other.

Business and civic organizations active in Madison include [Downtown Madison Inc.](#), the [Greater Madison Chamber of Commerce](#), the [Madison Black Chamber of Commerce](#), the [Latino Chamber of Commerce of Dane County](#), the [Hmong Wisconsin Chamber of Commerce](#), and the [Wisconsin LGBT Chamber of Commerce](#).

Employment Opportunity: Vice President of Finance at the [Boys & Girls Clubs of Dane County](#)

interested?

Please [apply](#) confidentially: [bit.ly/BG CDC-VPFin-apply](https://bit.ly/BG CDC-VPFin-apply)

The position is open until filled. It was announced on July 22, 2022. Rather than setting an application deadline, we are considering applications and holding interviews on a rolling basis. Our goal is to fill this position as soon as possible. For best consideration, those interested are encouraged to apply promptly; and to complete the optional questions in the application, in lieu of a cover letter.



The BG CDC has exclusively retained [Peter Gray Executive Search](#) to conduct this search. Peter Gray Executive Search is a social impact executive search firm in Madison, Wisconsin.

The BG CDC and Peter Gray Executive Search are equal opportunity employers, committed to attracting candidates representing a diverse range of backgrounds. The BG CDC strongly believes it benefits from the perspectives and talents of a racially and culturally diverse staff.



Employment Opportunity: Vice President of Finance at the [Boys & Girls Clubs of Dane County](#)

## about peter gray executive search



**Peter Gray** (he/him) is a recovering Wall Street recruiter who now recruits social impact leaders and fight bias in hiring.

As founder and CEO of [Peter Gray Executive Search](#), he guides nonprofit organizations and social impact employers through [leadership succession](#) and other [strategic hiring](#). He also [trains](#) employers on diversifying hiring outcomes, and [coaches](#) individuals on overcoming bias in job search and career advancement.

Peter began his career in executive search at Korn Ferry in New York City. He gives back as a volunteer adviser, fundraiser, and board member for nonprofit and civic organizations. He serves on the board of the Boys & Girls Clubs of Dane County and chairs its [Move4BGC](#) campaign, which has raised over \$8 million for youth development.

Peter holds a BA from Harvard University, and an MBA from Columbia Business School.

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