



**BOYS & GIRLS CLUBS  
OF OKLAHOMA COUNTY**

**POSITION DESCRIPTION**

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**TITLE:** Vice President of Finance (VP of Finance)

**REPORTS TO:** President & CEO

**WORK SCHEDULE:** Full-Time; Generally scheduled Monday- Friday from 8:00am-5:00pm.

Boys & Girls Club of Oklahoma County (BGCOKC) is a rapidly growing non-profit organization serving more than 15,000 youth annually through its various academic, arts, STEM, workforce development and athletic programs, as well as through community outreach.

BGCOKC seeks a highly qualified VP of Finance to oversee all aspects of its financial operations. The VP of Finance reports directly to the President & CEO and is responsible for the development and management of all things related to accounting, budgeting, and finance.

**PRIMARY FUNCTION:**

The VP of Finance is a vital member of the BGCOKC senior leadership team. This position is responsible for directing the fiscal functions of the organization in accordance with generally accepted accounting principles and financial management techniques and practices appropriate in the not-for-profit industry, with the goal of ensuring long-term financial sustainability for the organization.

The VP of Finance role is responsible for the financial oversight of the organization, which includes financial statement preparation, integrity of timely record-keeping, internal and external audits, budgeting, insurance, maintaining financial donor records, and implementing financial controls and processes that meet the demands of a dynamic, growing non-profit organization with a \$6M+ budget and 140 – 200 full and part-time employees (based on the season).

Importantly, the VP of Finance is responsible for the accurate and timely management and reporting of numerous federal, state, and local grants – including certain grants on behalf of Boys & Girls Club organizations statewide. This role will also be responsible for providing accurate and timely information to the President & CEO, internal BGCOKC managers and Board members, and external stakeholders, and must be able to utilize decision-making and evaluation skills to ensure the strength of the organization's fiscal health.

## **KEY ROLES (Essential Job Responsibilities):**

- Significant focus on grant management and reporting requirements, including developing systems for management, communication, accountability, and compliance with all federal, state, and local requirements.
- Assist the President & CEO with developing annual operating budgets and other scheduled financial reports, including actual-to-budget variance reporting.
- Ensure the accuracy of all financial reporting.
- Revise, implement, and manage internal financial controls and procedures.
- Manage cash flow processes and forecasting, while ensuring compliance with federal and state regulations and internal controls on cash.
- Ensure the maintenance of accurate and timely financial records by entering, processing, and reconciling transactions through the general ledger in accordance with established procedures and formats. (i.e., receipts, payables, receivables, credit card transactions, payroll, deposits, journal entries, etc.)
- Implement day-to-day accounting activities, processing all financial transactions and reports through administrative systems, consistent with Club policies and procedures.
- Prepare and complete month-end and year-end journal entries and reconciliations.
- Access current accounting operations, offering recommendations for improvement and implementing new processes with the approval of the President & CEO.
- Process payroll, payroll GL entries, and payroll reports.
- Oversight of accounts receivable and accounts payable to meet timelines for incoming invoicing and processing payments.
- Invoice receivables as needed.
- Lead the organization's annual audit (including Single Audit when needed), 990 preparation, and annual BGCA financial reporting requirements.
- Lead the organization's annual insurance policy renewals by providing requested information, soliciting bids, and completing required agent forms.
- Work closely with President & CEO and outside auditors to implement recommended controls or procedures intended to improve Club financial recordkeeping.
- Compile financial information as needed (budget variance reports, general ledger updates, etc.) to support management-level decision making.
- Assist in the preparation of the annual United Way funding request.
- Provide necessary financial information for grant requests.
- Reconcile financial information between accounting and development when needed.
- Train branch staff in proper procedures regarding cash receipts, accounts payable, accounts receivable and budgeting, and credit card usage as needed or requested.
- Assist Unit/Site Directors in budget preparation and management, as requested.
- Serve as a resource to member of senior management and the Leadership Team.
- Additional duties and tasks as assigned by President & CEO.

## STRATEGIC PLANNING:

- Provide timely and complete reporting of financial results and recommendations for necessary actions to maintain the fiscal health of the Club to the President & CEO.
- Collaborate with and serve as a resource to the President & CEO and Board of Directors to develop an annual income and expense budget and also long-term financial objectives.
- Work closely with Club leadership and managers to help identify and evaluate opportunities for improved financial operations, record-keeping, and reporting.

## RELATIONSHIPS:

- **Internal:** Maintain close, daily contact with the President & CEO and Club staff to receive/provide relevant financial information, explain guidelines/instructions, and support the Clubs' accounting needs.
- **External:** Maintain contact with vendors, consultants, auditors, and service providers to support effective accounting operations, manage costs, share information, and resolve problems.

## SKILLS/KNOWLEDGE REQUIRED

- Non-profit accounting standards and requirements
- Extensive experience with Federal, State and Local grant management and reporting – especially with Uniform Guidance requirements for use of federal funds by non-profits
- Preparation of all financial statements
- Managing annual audits (including Single Audits) and tax returns
- Knowledge of the government contracting process
- Insurance and Risk Management
- Strong analytical skills with extreme attention to detail
- Ability to read, analyze, interpret, and communicate complex documents.
- Demonstrated strong supervisory experience including recruitment, professional development, and retention of key personnel.
- Ability to interact professionally with Club staff, Board members, volunteers, community partners, and other related external agencies.
- Ability to assume a leadership role, as well as a team member role, in a professional environment.
- Demonstrated ability to proactively problem-solve and make informed decisions that comply with policy and procedure.
- Commitment to transparency
- Must be comfortable working in a fast-paced, quickly changing environment.
- Experience with QuickBooks for Non-profits, Sage Intacct, and/or Blackbaud Financial Edge, Paycom, and Microsoft Office is strongly preferred.

- Experience management large grants and contracts from federal, state, local, and philanthropic funding sources

**EDUCATION/EXPERIENCE:**

- Must have 8 - 10 years' proven successful experience as a Controller, Accounting Manager, VP of Finance or CFO – preferably in the non-profit sector.
- Must have extensive experience successfully managing federal and state-funded grants.
- BA in accounting, finance or economics required; MBA or CPA strongly preferred.
- Must have excellent verbal and written communication skills and the ability to work with a diverse staff.
- Unlimited potential in this position for a smart, motivated, personable, and ethical individual willing to work hard to assist with the development and management of this well-respected leading community-based organization.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.