

Job Description



of Memphis

JOB TITLE: Vice President- Administration

DEPARTMENT(S): Administration

REPORTS TO: President/ CEO

FLSA: Exempt

Girls Inc. of Memphis inspires girls ages 6 – 18 to be strong, smart and bold. Since 1946, Girls Inc. of Memphis has offered programs designed to build girls' capacity for college preparedness, confident and responsible adulthood, economic independence and personal fulfillment. As a local affiliate of our national organization, Girls Inc., we benefit from research and outcome-based, age-progressive programming specifically designed for girls.

JOB PURPOSE:

Manage and monitor all accounting, human resource functions and facilities management of the organization ensuring effectiveness, accuracy, legal and timely reporting to staff, management, board as well as required external entities. VP-Administration will oversee annual audit, risk management systems, investment efforts, and employee handbook and policy and procedure compliance by agency personnel. In collaboration with the CEO and other key staff, VP-Administration will be responsible for preparation and approval of the organizational budget and annual legal compliance.

Essential Job Functions:

- Approach the work with a focus on girls on their terms and advocate on their behalf
- Focus on thoughtful qualitative and quantitative inquiry for continuous improvement
- Take ownership and proactive action for overall agency success
- Find the light and joy in the work through positive interactions with others
- Manage and monitor all accounting functions including payroll
- Prepare financial reports for CEO; Board of Directors; Budget Managers and Development office monthly and as requested
- Manage cash flows and project cash needs
- Manage assets of Girls Inc. and maintain fixed asset records.
- Oversee budget preparation with CEO and staff
- Train and equip budget managers to successfully develop, implement and manage annual budget
- Monitor compliance with Federal regulations including tax, labor and ERISA laws
- Work with Board and Financial advisors to comply with investment policies
- Oversee 401K administration and related reporting

- Supervise and develop senior accountant and accounting staff
- Work collaboratively with all departments for effective financial systems
- Insure program payment systems are effective and properly reported
- Work with VP-Development to monitor and report status of all grants
- Lead annual audit and reporting processes and requirements
- Oversee HR compliance functions including: new hire process; payroll; personnel file management; exit interviews; policy and procedure and employee handbook compliance; benefits; etc.
- Oversee compliance of agency policy and procedures as outlined in the employee handbook
- Actively engage with other leadership team members in the establishment and implementation of agency strategic planning and organizational events
- Ensure that all facilities and vehicles are properly maintained and in compliance
- Actively seek personal and professional growth opportunities for self and any staff including participation in conferences, training, meetings and seminars

Qualifications:

- Bachelor degree
- Minimum 5 years non-profit finance and administration experience
- Proven supervisory experience
- Strong computer skills including QuickBooks and Microsoft Office
- Excellent Communication skills
- High attention to detail and time management
- Knowledge of and experience in HR functions
- Experience and commitment to development of team success
- Current valid driver's license and insurance
- Ability to work nights and weekends

TO APPLY:

- Apply online at www.girlsincmemphis.org, or email cover letter and resume to: kbrezina@girlsincmemphis.org, or
- Mail cover letter and resume to: Girls Inc. of Memphis, Attn: Katie Brezina, 910 Vance Ave. Memphis, TN 38126

Girls Inc. is an Equal Opportunity Employer