



JOB DESCRIPTION

Position Title: Vice President, Finance and Administration /CFO

Department: Finance

Supervisor: President

Supervises: Finance and Administrative Staff

THE ORGANIZATION

The H. John Heinz III Center for Science, Economics and the Environment was established in 1995 in honor of Senator H. John Heinz III. The Heinz Center is a non-profit, nonpartisan institution dedicated to improving the scientific and economic foundation for environmental policy. The Center tackles some of the most important environmental issues of our time by convening business, environmental groups, academia and government.

Our guiding philosophy is that we must all work together to find lasting solutions to environmental challenges and leave the earth a better place for future generations.

POSITION SUMMARY:

The Vice President of Finance and Administration / Chief Financial Officer (CFO) is an integral part of The Heinz Center's executive management team, directs and supervises the organization's financial, human resources, office administration, and IT functions. The VP of F &A/CFO will provide support and leadership to the President and senior staff on critical decisions that affect the growth and financial stability of the organization. The VP of F&A /CFO identifies and implements best practices, solves business challenges, and ensures that The Heinz Center is operating with the best financial information. This position also serves as a liaison and resource to the Board of Directors, supporting the leadership of the Audit, Finance, and Investment committees of the Board of Trustees.

KEY DUTIES & RESPONSIBILITIES:

EXECUTIVE MANAGEMENT

- Serves as the senior Heinz Center manager reporting to the president on matters of organizational structure, finance, human resources, office administration, and information technology.
- Serves as a business partner to senior staff on the organization's financial, budgeting, and administrative processes, including HR, payroll, and benefits functions, with an eye to continuously, developing and improving systems.
- Serves as primary liaison with the board of trustees, specifically the treasurer, finance committee chair, investment committee chair, audit committee chair, and other committee members, providing them with financial and budgetary information and advice.
- Participates in the organization's strategic review and implementation process, and works with the president and senior staff to identify a performance measurement system to ensure mission impact and efficient utilization of limited financial resources.

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FINANCIAL MANAGEMENT

- Oversees the accounting, budgeting, reporting, and auditing functions. Expert knowledge of Generally Accepted Accounting Principles (GAAP) required.
- Designs and develops sophisticated reporting systems, internal controls and processes to ensure best practices for non-profits are applied to the organization's systems and processes.
- Designs and develops contract templates and reviews/approves the Heinz Center's contracts and consulting agreements, working in consultation with the president and outside counsel as needed.
- Serves as the senior manager providing financial input to organization-wide decision making relative to development, program, and human resources issues.
- Oversees finance functions including cash management and investments.
- Reviews financial statements, supervises the budgetary process and monitors organizational budgets, provides financial guidance to other departments and oversees internal financial controls of the organization. Provides timely and accurate analysis of budget and financial reports to assist the board, president, and the executive management team and other managers.

HUMAN RESOURCES MANAGEMENT

- Oversees the Human Resources functions including recruiting, hiring, compensation and benefits, and new employee orientation process.
- Works with the president and management team to design and develop the Heinz Center Employee Classification Process, including reviewing and updating job descriptions, establishing grade and salary levels, conducting market analysis and establishing a process for staff advancement.
- Oversees development of Heinz Center's Compensation and Benefits policies including medical, dental, retirement plan, vacation and sick policies.
- Designs, develops and oversees the Heinz Center's performance evaluation process

ADMINISTRATIVE MANAGEMENT

- Works collaboratively with the president and management team to design and implement an administrative infrastructure to successfully execute the organization's mission successfully.
- Directs the management of facilities, contracts and vendors, and ensures professional conduct of office operations. Guides negotiations on all organization-wide vendors and contracts.
- Negotiates leases with Heinz Center tenants and facilitates the provision of office space and supplies for all Heinz Center staff and partners.

INFORMATION TECHNOLOGY

- Leads IT strategic and operational planning to achieve the organization's goals by fostering innovation and prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the organization.
- Develops strategic plans and implements the objectives of the information technology needs of the organization to ensure the computer capabilities are responsive to the needs of the organizations growth and objectives
- Manages IT consultant to ensure the consistency and maintainability of existing information systems and equipment.
- Develops the capital budget for computers, telephones, printers, and other office equipment to ensure staff needs are met.

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QUALIFICATIONS:

- Education** ✓ CPA and /or MBA required with BS in Accounting, Business or Nonprofit Management.
- Experience** ✓ At least 10 years of financial management experience, 5 years with 15M+ organization; nonprofit organization experience strongly preferred.
✓ Demonstrated experience managing restricted resources, government grants, and deferred gifts.
✓ Excellent track record in providing financial leadership.
✓ Hands-on knowledge of advanced computerized accounting and office software and equipment
✓ Strong leadership skills and experience providing crisp administrative support, including the ability to stay focused on the 'big picture' while maintaining a day to day 'feel' for the operations.
- Skills & Knowledge** ✓ An effective communicator, with strong oral and written skills
✓ A hands-on manager with integrity and a desire to work in a dynamic, mission-driven environment.
✓ Must be flexible, culturally sensitive, and exude a "team" attitude; must have excellent interpersonal skills with the ability to interact professionally with staff, partners and donors; must demonstrate a sense of humor and a positive attitude.
✓ Strong commitment to developing team members.
✓ A high degree of creativity and problem solving capacity.
✓ Knowledge about environmental, conservation and / or public policy issues is a plus.

If you are interested in applying for this position, please send your resume and cover letter to jobs@heinzcenter.org.

The Heinz Center is an equal opportunity employer.