

WORLD NEIGHBORS
POSITION DESCRIPTION

POSITION TITLE: Vice President Finance
DATE: January 2010
FLSA STATUS: Full-time/exempt
REPORTS TO: President and Chief Executive Officer (CEO)
SUPERVISES: International Finance Coordinator and Associate Vice President
Finance

POSITION SUMMARY: The vice president finance provides lead support to the CEO around financial aspects of World Neighbors. He/she is responsible for the oversight and day-to-day supervision of the following functional areas and the staff teams related to these: finance, departmental policies and procedures, management of capital assets. This oversight supports a smoothly functioning environment and sound fiscal management for World Neighbors.

Rotates responsibility with other vice presidents to act on behalf of the CEO in his/her absence. He/she also acts as the lead staff resource to the standing committees on audit, investment advisory, finance, and to other standing committees and advisory bodies, as needed. He/she works in partnership with the chairs of the audit, investment advisory and finance committees.

Works as an integral part of the coordinating team and relates regularly to all other staff members. He/she interfaces with members of the board of trustees, service providers, donors, senior corporate representatives in Oklahoma and elsewhere, ministers of governments and their officials, as well as with World Neighbors volunteers, potential constituents and other members of the public.

DUTIES AND RESPONSIBILITIES:

1. Contributes to the management of World Neighbors, by:
 - a) carrying the lead responsibility, in consultation with the CEO, for implementation of all strategies that lead towards meeting the objectives of the finance department as outlined in the strategic plan
 - b) participating as a member of the coordinating team, providing operational support and expertise to colleagues and other World Neighbors departments
 - c) serving as acting CEO, as needed, when the CEO is absent
 - d) carrying out additional duties as requested by the CEO
2. Provides the leadership to ensure World Neighbors efficient and effective financial management, by:
 - a) providing senior leadership, management and oversight of all staff and functions related to World Neighbors fiscal health
 - b) ensuring transparent and user-friendly international financial reporting, providing the CEO and other senior staff and board members with needed financial information in a timely fashion
 - c) carrying the lead role for providing staff support to the audit committee and to the auditing process
 - d) carrying the lead role for relationships with World Neighbors bank and investment firms, as well as for oversight and management of all funds, both operating, reserve and endowment
 - e) providing leadership and support to ensure fiscal accountability throughout World Neighbors operations, both within the U.S. and internationally
 - f) working toward excellence in financial systems, policies and procedures, both within the U.S. and internationally, across World Neighbors

- g) taking the lead role in developing, implementing and monitoring World Neighbors budget and performance against budget on a continuing basis in consultation with other members of the coordinating team and following the planning and budgeting process accepted by the coordinating team.
3. Shares responsibility with other coordinating team members to ensure that World Neighbors is grounded in solid financial policies and procedures, by:
- a) assessing World Neighbors financial policies and procedures on an ongoing basis and working with colleagues to fill gaps that might exist (to include board policies) in consultation with the CEO and other vice presidents
 - b) bringing forward proposed board financial policies, with the support of the CEO, through appropriate committee and committee chair channels for review and approval by the board of trustees
 - c) ensuring that systems and processes are in place so that financial policies and procedures are understood and utilized by staff, trustees and volunteers on a continuing basis
5. Ensures sound management of World Neighbors capital assets, by:
- a) providing oversight for the disposition (if any) of World Neighbors headquarters in Oklahoma City, as well as all other capital assets
 - b) providing oversight for policies and procedures related to any other facilities owned or purchased by World Neighbors elsewhere in the U.S. or in the field, as well as all other capital assets
 - c) bringing forward a capital budget, in consultation with coordinating team colleagues, to meet World Neighbors capital needs around the World Neighbors

MINIMUM SKILLS:

- excellent oral and written communication
- computer-Word, Excel and Power-Point
- budgeting and financial management
- strategic planning
- analytical and problem solving
- excellent team management

MINIMUM EDUCATION:

- Master's degree or equivalent with seven years experience
- Bachelor's degree or equivalent with ten years experience

MINIMUM EXPERIENCE:

- five years senior management experience
- international experience
- work experience relevant to specific position
- non profit experience

PREFERRED QUALIFICATIONS:

- CPA
- experience with financial systems implementation across departments and countries
- 10 or more years in a comparable senior management role with supervisory responsibilities for a staff team in related functional areas
- experience in relating to a board of trustees and related standing committees of the board
- ability to work across cultures and with a wide range of people