



**URBAN LEAGUE**  
GREATER SOUTHWESTERN OHIO

## *Senior Vice President of Finance and Accounting*

### Position Description

## Senior Vice President of Finance & Accounting

*Full-time position*

**Location:** Hybrid; located at 3458 Reading Road, Cincinnati, Ohio 45229

**Reports to:** This role reports to the President & CEO

**Manages:** this role may manage a team of 2-3 staff members

**Department:** Finance

### **Position Summary:**

The Senior Vice President of Finance and Accounting is responsible for daily operations of the Finance and Accounting Department, including accounts payable, accounts receivable, payroll, cash receipts, billing, financial reporting, and bank reconciliation for all accounts. The Senior VP of Finance and Accounting works under the CEO's supervision and closely with the Chief of Staff to ensure the execution of all necessary finance and accounting strategies and goals.

### **What you'll do:**

- Direct the operations of the Finance Department, including payroll, accounts payable, accounts receivable, cash receipts, billing, and collection. Ensure all accounting entries are properly coded into the accounting system.
- Provide financial strategic planning, oversight, and execution for the Urban League. Appropriately advise the CEO, Chief of Staff, and Board of Directors.
- Examine and maintain financial data for accuracy and compliance with policies and procedures.
- Make journal entries to balance monthly records in the general ledgers and revenue accounts.
- Prepare various financial reports and statements in an accurate and timely manner.
- Monitor and supervise the accumulation of costs and record appropriate journals, ledgers, and accounts.
- Perform monthly bank reconciliation for all accounts.
- Involved in new contract and grant applications.
- Provide timely and accurate financial information to the CEO, Chief of Staff, Board of Directors, and auditors.
- Execute organization audits.



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- Preparation of budgets, budget reports, financial reports, and forecasts.
- Support the department's long- and short-term goals, budgets, and forecasts.
- Develop and manage the Finance Department related policies and procedures.
- Drive best financial practices within the organization by developing and maintaining standard operating procedures.
- Assist in the generation of weekly, monthly, quarterly, and annual reports as needed.
- Ensure that the organization meets critical regulatory and legal compliance benchmarks.

**What you'll need:**

- Bachelor's degree in finance, accounting, or related field.
- At least 7 years of extensive experience in Finance or Accounting.
- Work experience in non-profit organizations is preferred.
- Strong technology fluency including MS Office Suite (excel, outlook), and financial systems.
- Problem-solving and solution-building to streamline and make internal processes more efficient.
- Experience working in a dynamic, high-growth, and ambiguous environment.
- Excellent project and process management skills.
- Excellent written and verbal communication skills.
- Strong alignment with our mission and values.