



Humane Society

FOR SOUTHWEST WASHINGTON

Job Title:	Vice President and Director of Finance
Reports To:	President
Compensation:	\$85,000 - \$90,000 (DOE and verifiable qualifications) Competitive benefits package
FLSA Status:	Full-time Exempt

The Humane Society for Southwest Washington (HSSW) is committed to enriching the lives of people and pets in our community. We have been completing families since 1897 and are committed to serving our community as it changes and grows. Through education, outreach, adoption, events, and support services for families in need, we are expanding our HSSW family every day!

We are in search of our next team member to help us grow and manage the financial infrastructure of the organization. Our next Vice President and Director of Finance will be an experienced and successful professional with the capacity to build upon our past success and take our financial efforts to the next level. This position is directly responsible for managing the organization's financial operations and goals, working in close concert with the President.

This is an exciting time for our organization, with an annual budget of nearly \$6 million, a strong team of 90+ staff, 950 volunteers and an engaged board of directors. The Finance Department team currently consists of 1.5 FTE.

Looking to the future, HSSW is moving forward with an \$11 million capital campaign to construct a public veterinary clinic and behavioral training center on our campus. Legions of dedicated donors and volunteers are excited to help, so HSSW seeks a leader in the Finance department to inspire the team and oversee it all. Consider working toward a mission that will change you forever! **People + Dogs + Cats**

The Ideal Applicant:

- Displays interest, enthusiasm, and an affinity for business finance and working with people.
- Demonstrates an attitude of being in service; using good judgment; maintaining a positive outlook; and ideally a sense of humor.
- Works well on teams and demonstrates an attitude and commitment to collaboration with a sincere interest in helping others succeed.
- Is committed to achieving excellence individually and as a part of the team.
- Exhibits an approach to adaptability through overcoming obstacles to achieve results, remaining flexible and open to new ideas, recognizes and encourages others to understand changes in work tasks, situations, and environment as the basis and value for transformation.
- Is committed to personal and professional development through life-long learning.

Position Summary

The Vice President & Director of Finance oversees HSSW's financial outlook to ensure both short- and long-term goals are met. In addition, the Vice President is responsible for developing the annual forecasts, budgets and reforecast process with the Directors; manages day-to-day cash/reconciliations; sets long-term and short-term financial goals; works with audit firm to complete annual audit and prepare 990s; serves as the staff support for the Finance & Investment Committees.

Primary Duties and Responsibilities

- Serve as internal consultant to the President, VP Veterinary Services, VP Shelter Operations, VP Retail Operations, VP Marketing, VP Development, VP Shared Services, VP Human Resources, Board of Directors and other key stakeholders on all financial matters, making recommendations and suggesting pro-active strategies to keep HSSW on track and develop sound financial plans;
- Provide oversight for and manage all budgets, forecasts and internal financial plans, and processes.
- Support accounting, general ledger, and operations functions, ensuring that systems are in place to guarantee timeliness and accuracy.
- Drive best financial practices within HSSW by publicizing standard operating procedures, keeping the senior leadership team, Board and staff up to date on HSSW's financial status and by generally serving as a point of reference for all growth plans and projects within HSSW.
- Explore and suggest how HSSW can invest its reserves and resources to generate passive income.
- Review short and long-term goals considering existing and projected financial resources available.
- Create data-based long-term and short-term goals, budgets, and forecasts.
- Participate in all internal planning regarding HSSW's proposed program expansion, to ensure alignment of program, outreach, and training plans with financial projections.
- Establish annual priorities and benchmarks and conduct regular reporting, measuring projections against actual performance.
- Generate weekly, monthly, quarterly, and annual reports as needed to monitor, evaluate and optimize cash-flow and liquidity.
- Build relationships with banks, donors, vendors, outside consultants and others as needed to keep close to HSSW's major expenditures and sources of revenue.
- Utilize technology to optimize all reporting and analytical functions.
- Ensure that HSSW meets critical regulatory and legal compliance benchmarks.
- Keep up with new trends in the financial industry by attending conferences, participating in professional development, and sharing this information with the senior leadership team.
- Build a top-tier internal finance team by actively recruiting, training, and developing talented accountants, analysts, consultants, auditors, tax planners and staff, as needed
- In partnership with the VP Development, maintains accurate accounting of all restricted income, its sources and distribution. Fulfills information requests and maintain reporting accuracy.
- Supervises Finance staff, manages hiring, termination and leave requests; develops performance plans together with Finance staff members through frequent one on-one-meetings and conducting annual performance reviews; ensures that all employees are complying with operational and personnel policies.
- Dedicates on-going attention to professional development through professional organization networks for self and team.

Professional Qualifications

- Bachelor's Degree in Accounting, Finance, Management
- CPA preferred; Top Accounting Firm experience preferred
- At least five years in a senior financial nonprofit leadership role
- Nonprofit CFO experience (preferred)

- At least 8 years' senior financial leadership experience
- More than 15 years' experience total accounting/finance experience
- Experience integrating IT/Systems to improve accounting productivity and accuracy
- Experience working with external auditors, compliance, and regulatory oversight
- Commitment to results; 'can-do' mindset; outstanding problem-solving ability
- Experience at change leadership and change management
- Strong motivational and staff leadership abilities
- Excellent analytical, communication and presentation skills
- Integrity and personal sense of accountability
- Knowledge of Office 365, Sage and Excel and familiarity with software like Greater Giving
- Demonstrated experience managing capital campaign finances and construction
- Demonstrated experience managing restricted giving and planned giving financial programs and tracking
- Self-motivated, works well under pressure and is fully competent to manage several projects at one time.
- Excellent interpersonal and intercultural communication skills; excellent oral communication and ability to participate in public speaking events.
- Excellent written communication, research, and organizational skills.
- Computer literacy, with experience with fundraising databases (DonorPerfect) preferred.
- Must possess a valid driver's license with insurable driving record; employment contingent on acceptable Motor Vehicle Record per HSSW policy

Physical Requirements & Working Conditions

This position requires you to be comfortable speaking with people and to groups of people. Essential functions also include the ability to stand, walk, sit, talk and hear, stoop, bend, squat, kneel, stretch, grasp and grip, put fingers together firmly and reach above and below shoulder level and lift, push, pull or lift 25-50 pounds for moving office equipment or supplies/materials, repetitively use hands to operate computers; use computer keyboard for extensive periods of time, flex the neck upward and downward; twist the neck and the waist. Reasonable accommodations may be made for enable individuals with disabilities to perform the essential functions.

Work is performed in a standard office environment, with exposure to environmental conditions that include working near animals. Primary workplace is at an animal shelter that operates 7 days per week, with potential exposure to fractious animals, high noise levels, zoonotic diseases, animal bites and scratches, cleaning chemicals, allergens, and potential exposure of infectious diseases to owned animals.

Benefits

In addition to serving in an organization with a compassionate and strategic purpose; full time employees currently enjoy...

- Health, dental and vision insurance benefits that become effective the first of the month after hire
- Paid time off that includes floating holidays
- Matching percentage 401 (k) retirement plan with ROTH option that begins the first of the month after hire and has a 3-year graded vestment schedule
- Employee assistance program that includes all household member access
- Section 125 FSA Cafeteria Plan for out of pocket health and/or dependent day care expenses,
- Numerous employee discounts that include partner organizations such as VCA, Good Neighbor Vet and Wellhaven Pet Health
- Access to affordable life, disability, and accidental supplemental insurance through our partnership with Colonial Life which offers a guaranteed-issue life insurance coverage option to new employees, which means no medical questions or exams are required to be eligible for coverage.

HSSW Culture

We endeavor to seek excellence in all we do; we strive to maintain a positive attitude while doing it; we seek out opportunities to be in-service to one another; we depend on teamwork & collaboration in setting and achieving goals; with leadership as a core value we recognize that everyone has the opportunity to lead by setting an example of excellence, attitude, service, teamwork & collaboration.

The Vice President and Director of Finance accepts this culture and is committed to the Vision, Mission and Values of the Humane Society for Southwest Washington:

- **Vision** *We live in a community where all animals are loved and cared for.*
- **Mission** *rescue. return. restore. rehome. reconnect. one animal at a time.*
- **Values**

Compassion	Always consider the best interest of the animal, while having compassion for the owner.
Team	Invest in the enrichment and wellbeing of staff and volunteers both professionally and personally utilizing all members to their fullest, encouraging individual and group growth.
Building partnerships through collaboration	Share knowledge and goals to expand community relationships that benefit the welfare of the animals.
Excellence	Always seek innovative methods and opportunities. Strive to be the best at what we do.
Education & service to community	Educate the public on responsible pet ownership and the Humane Society's role in serving the community.
Transparency & Integrity	Communicate openly and raise awareness and accountability for what we do.
Stewardship	Embrace our obligation for the careful and responsible management of all that is entrusted to HSSW.

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship. This position requires agreeing to a Motor Vehicle Records search. **HSSW participates in E-Verify and requires pre-employment drug testing.***

If you feel you are the ideal candidate and you meet the qualifications for this position, please submit application by email to jobs@southwesthumane.org with your first and last name in the subject line followed by"; Vice President and Director of Finance If you prefer you may place your application in an envelope to mail or hand deliver. Please label Attn: Human Resources; Humane Society for Southwest Washington, 1100 NE 192nd Ave, Vancouver, WA 98684. You can find the link to our application here on our website <https://southwesthumane.org/contact-us/careers/>