

Klingberg Family Centers, Inc.
Vice President of Finance and Administration

Multi-faceted non-profit social service agency located in New Britain, CT seeking a talented Vice President of Finance and Administration to oversee and direct agency financial operations as well as agency support departments.

The incumbent must possess an MBA and/or CPA with at least 10 years of business and management experience, preferably in a non-profit environment. Successful candidate must possess excellent written and verbal communications skills; strong analytical abilities; presentation skills, working knowledge of computers and related business applications; proven leadership skills, and working knowledge of human resource, IT, and facilities management operations.

Examples of some of the Vice President Essential Functions:

1. Financial Management and Accounting

- a. Supervise the Agency Controller.
- b. Ensure the Agency's accounting systems, policies, procedures, and processes comply with GAAP and with applicable Federal, and State guidelines.
- c. Oversee the annual independent financial audit and state/federal single audits. Oversee and coordinate other federal/state ad hoc audits as applicable.
- d. Oversee Agency budgeting functions to include completion of the annual Agency operating and capital budgets as well as budgets which support existing and proposed programs in according with applicable Federal and state guidelines.
- e. Serve as Agency financial liaison to the Agency Board of Trustees, to the Business Affairs Committee (BACOM) of the Board, and to the Investment Committee.
- f. Oversee Agency, departmental and program financial reporting activities through the budget year.
- g. Oversee Agency cash flow and cash projections and coordinate the issuance/renewal of an Agency line of credit with the Agency bank.

2. Human Resources Management

- a. Supervise the Agency Senior Director of Human Resources.
- b. Ensure that Agency Human Resources systems, policies, procedures comply with applicable Federal and State labor, ERISA, and other applicable laws and regulations
- c. Annually, oversee and assist in the renewal of commercial/liability, health, dental, life insurance, disability, and worker's compensation insurance for the Agency.
- d. Oversee the annual independent 401k audit. Oversee and participate in periodic reviews of 401k account performance with the 401k administrator.

3. Facility Maintenance

- a. Supervise the Agency Plant Maintenance Director.
- b. Coordinate and develop Agency facility master plans and capital budgets with the Agency Plant Maintenance Director.
- c. Coordinate and develop proposals associated with Agency capital projects needs with funders from OPM (non-profit grant), DMHAS, DCF and Foundations.
- d. Oversee and coordinate large Agency capital projects in concert with Plant Maintenance staff and Agency program staff. Coordinate with Architects, Engineers, and Contractors as necessary throughout the implementation of these renovation projects.

4. Information Technology (IT)

- a. Supervise the Agency IT Director.
- b. Ensure that the Agency IT and telecommunications infrastructure is operational and adequate to support the needs of end users throughout the Agency.
- c. With IT Director, coordinate and execute an IT capital budget that strives to keep the IT infrastructure current and modern.

5. Food Service

- a. Supervise the Agency Food Service Director
- b. Ensure that the Food Service department complies with applicable Federal, State, and Local health guidelines in its support of programs.

6. Other Essential Functions

- a. Vice President serves as Agency Executive Council member. Provides business counsel and input to the President/CEO on Agency strategic and operational matters.
- b. As requested, act as acting President of the Agency in the absence of the President/CEO.
- c. Serve as Chair of the Agency Health & Safety Committee.
- d. Serve as Agency Representative on applicable Boards and external working groups as needed.
- e. Serve as one of two authorized Agency signers for contracts, agreements, and checks.

We are an **equal opportunity employer**. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.