



Classification: Exempt	Salary Range : \$120,000- \$140,000	Reports to: CEO
Workers Comp Code: 8810		Department: Finance

Summary: VP, Finance & Operations

Reporting to the CEO and serving as an integral member of the senior management team. The Vice President of Finance and Operations (VP) will be responsible for the development of CAMEO's financial management strategy and contribute to the development of the organization's strategic goals. In addition to the strategic components, the VP will be responsible for developing and implementing more sophisticated policies and procedures in the finance and general operational realms. This position will directly supervise the financial and administrative team. This is an outstanding opportunity for a finance executive with operational experience and a proven track record of creative problem-solving and change management to join in a growing mission-driven organization.

Essential Functions

(Additional duties may be assigned)

Strategy, Vision and Leadership

- Advise the CEO and other key members of senior management on financial planning budgeting, cash flow, investment priorities, and policy matters.
- Serve as the management liaison to the board and audit committee; effectively communicate and present critical financial matters at select board of directors and committee meetings.
- Contribute to the development of CAMEO's strategic goals and objectives as well as the overall management of the organization.
- Maintain continuous lines of communication, keeping the CEO informed of all critical issues.
- Represent the organization externally, as necessary, particularly in banking and lease negotiations.
- Oversee, direct, and organize financial statements, project/program accounting, monthly close and reporting process.
- Provide analysis to identify actionable revenue generating and cost savings opportunities.
- Drive and embody an intentional company culture that reinforces our mission and values.
- Champion a diverse, inclusive, and equitable workplace and systems, and design and implement practices and initiatives to support these goals.
- Oversee legal aspects of contracts management by managing external legal vendors.

- Miscellaneous duties and responsibilities can be added at any time.

Operations

- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
- Plan, coordinate, and execute the annual budget process.
- Ensure that CAMEO is adhering to the strategic plan, delivering status reports to the board.
- Provide analytical support to CAMEO's internal management team including development of internal management reporting capabilities.
- Improve administrative and operational accounting services such as treasury management, 403(B) plan, grants payment processing, payroll, accounts payable, and purchasing.
- Oversee treasury management, including bank administration and managing operating and loan fund cash.
- Responsible for portfolio management team, including loan servicing, ongoing portfolio risk assessment, and calculation of allowance for loan loss.
- Manage daily operations and measure the effectiveness of internal and external operational processes.
- Identify, recommend, and implement new processes, technologies, and systems to improve and streamline organizational processes and use of resources and materials.
- Build, implement and improve org-wide systems, leading on system infrastructure and IT best practices that will help the organization accomplish its business goals.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Maintain adequate business insurance and manage annual renewal of policies.
- Manage annual audit including preparation of PBC schedules and financial reporting to state and federal agencies including completion of 990 tax return.
- Oversee treasury management, including bank administration and managing operating and loan fund cash.
- Responsible for portfolio management team, including loan servicing, ongoing portfolio risk assessment, and calculation of allowance for loan loss.
- Miscellaneous duties and responsibilities can be added at any time.

Required Education and Experience

- Bachelor's Degree or 15+ years of work experience in lieu of degree required; Graduate Degree preferred.
- 10+ years of professional experience in nonprofit accounting, financial management, or investment banking required.
- 7-10 years in a supervisory or managerial capacity required.
- Experience with nonprofit finance and in the Community Development Financial Institution (CDFI) industry highly preferred.
- Experience with lending, entrepreneurship, microfinance, social enterprise, program development and evaluation, and/or small business a plus.
- Strong writing, financial, and analytical experience required.
- Strong oral presentation, communication, and negotiating skills required.
- Experience in corporate finance including asset-liability management, cash flow management, interest rate management, asset and enterprise valuation, and budgeting required.
- Experience with cash management and investment management required.

- Experience in raising capital from institutional investors, foundations, and financial institutions.
- Demonstrated experience in creating and assessing financial models and financial statements and budget documents.
- Strong interpersonal skills and a high degree of self-awareness with a flexible growth mindset will support a strong culture fit.
- Microsoft Office to include Word, PowerPoint, Outlook and Excel
- Experience working with and on a remote team.

Supervisory Responsibility

This position has supervisory responsibilities.

Work Environment

This job requires a remote work arrangement and may operate in a professional office environment from time-to-time. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

Physical Demands

Physical and Mental Requirements:

- Ability to stand for extended periods of time, walk, talk, hear, use hands to finger, grasp, handle or feel, push, pull, reach, crouch, kneel, crawl or bend, and perform repetitive motions of the hands and/or wrists.
- Ability to exert up to 40 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- High mental and visual attention required for planning difficult work methods and sequences to obtain size, shape, or physical qualities of product. AND/OR Extremely close visual attention such as making delicate adjustments to control high speed operations to exercise very precise muscular control.

Position Type and Expected Hours of Work

This is a full-time position. Occasionally work on Saturdays may be required.

Travel

This position may include travel.

AAP/EEO Statement

Disclaimer:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

- This job description in no way states or implies that these are the only duties to be performed by the employee(s) occupying this position.
- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

CAMEO is an Equal Opportunity Employer. Diversity and inclusion are deeply held values of CAMEO and we are committed to creating a welcoming environment for all employee

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____