



Vice President, Finance

Job Description

Updated: September 2023

The Vice President, Finance is an essential member of the SEEDS Leadership Team who manages and reports on SEEDS' budget and finances. In partnership with the CEO and Chief of Staff, the Vice President, Finance will lead the development and oversight of the organizational budget, ensure the accuracy of the general ledger, establish month-end close processes, generate timely and accurate financial statements monthly while maintaining records and internal controls, and oversee the day-to-day accounting functions of SEEDS.

About SEEDS

SEEDS – Access Changes Everything (founded in 1992 as NJ SEEDS) is a privately funded, nonprofit organization. We change the lives of motivated, high-achieving students from low-income families by transforming their educational opportunities, and ensuring that our scholars have the knowledge, skills, access, and support to thrive at the Nation's finest schools and colleges. We serve over 300 scholars each year and have graduated more than 3,200 scholars to date. Every member of SEEDS' 25-person main office staff and 75-person site staff understands how their work contributes to students' educational outcomes and overall success.

PRIMARY RESPONSIBILITIES INCLUDE:

Finance

- **General Finance** – The Vice President, Finance manages all financial matters for SEEDS, including but not limited to cash flow, cash and investment funds, accounting and related procedures, preparation of the annual operating budget, management of the annual audit, internal control systems designed to safeguard SEEDS' assets and financial reporting to the Leadership Team, the Chief of Staff, the President/CEO, and the Board of Trustees.
- **Audits, Reporting and Filing:** The Vice President, Finance serves as the primary lead and liaison for the audit and 990 processes and all other filings and registrations.
- **Assets** – The Vice President, Finance maintains a schedule of assets and drives the conversation about planning for long-term asset purchases.
- **Investments** – The Vice President, Finance is the primary liaison to the investment agencies for SEEDS endowment and savings and carries out the direction of the Finance & Administration Committee of the Board.
- **Budget Planning** – The Vice President, Finance leads the SEEDS' Leadership Team in the development of their annual budgets, creates benchmarks for the department with

department members, the Chief of Staff and the President/CEO, and forecasts to help identify future needs of each department.

- **Financial Modeling and Long-Term Planning** – The Vice President, Finance, in collaboration with the President/CEO and Chief of Staff, establishes planning and forecasting processes, and uses the organization’s strategic plan to create a 5- and 10-year financial model to support the continued expansion and growth of SEEDS.

Administration

- **Office and Education Site Space:** In coordination with the Chief of Staff, the Vice President, Finance is responsible for long-term planning of office space needs, as well as the review and negotiation of lease and agreements of the primary office space and all academic site spaces.
- **Risk Management** – The Vice President, Finance identifies potential liabilities and balances those liabilities with insurance coverage and avoidance practices. The Vice President, Finance is responsible for conducting regular reviews of insurance policies and making a formal bi-annual report of all policies and coverages to the F&A Committee of the board.
- **Board of Trustees** – The Vice President, Finance acts as the staff liaison to the Finance & Administration Committee, support the Committee Chair in the planning, facilitation, and management of the committee meetings
- **Operations Projects:** In addition to the items specified in this job description, the Vice President, Finance is also responsible for taking on various special/ad hoc projects generally assigned by the President/CEO.

NECESSARY WORK EXPERIENCE/LEVEL OF EDUCATION

- A bachelor’s degree from an accredited institution is required; master’s degree preferred.
- 3-5 years of combined experience in similar role preferred.
- Must be able to work in a fast-paced, deadline-oriented environment.
- Valid driver’s license required.

TECHNICAL SKILLS

- Knowledge of Microsoft Office, especially Excel, is required.
- Ability to work in NetSuite with a working understanding of Raiser’s Edge is critical.
- Experience with processing online donations and electronic giving is a plus.
- FileMaker database experience a plus.

OTHER COMPETENCIES

- A deep belief in the importance of an excellent education; the ability to make decisions based on the SEEDS mission.
- Strong knowledge of internal accounting controls, including the ability to analyze nonprofit financial statements, and an understanding of acceptable levels of risk for all aspects of a nonprofit organization.
- Extensive knowledge of employee benefits administration.
- Ability to identify and implement best practices.

- Excellent interpersonal skills. Strong oral and written communication and comfort with presenting.
- Excellent management, project management, analytical, problem solving and leadership skills.
- Ability to function as a member of a diverse team.
- Bilingual (English/Spanish) speaker a plus.

REQUIRED WORKING CONDITIONS

- Hybrid role; ability to report to Newark, NJ office 3 times/week.
- Occasional evening or weekend hours.
- Occasional use of a personal vehicle (partially reimbursed).
- Use of a personal cell phone (partially reimbursed).
- Attendance at meetings of the Board of Trustees and appropriate Board committee meetings.

COMPENSATION

- The salary for this role starts at \$100,000.
- Benefits include:
 - Group medical, dental and vision benefits access
 - 401K/Retirement Plan (with an employer-matching component)
 - Commuter Benefit Plan
 - Cell phone reimbursement
 - Health and Dependent Flexible Spending Accounts

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned. All personnel may be required to perform duties outside of their normal responsibilities as needed.

TO APPLY

Send resume and cover letter in an email with the subject line "Vice President, Finance" to Jennifer Evans at jevans@seedsaccess.org.

We encourage and support diversity and inclusion in our workplace. SEEDS – Access Changes Everything aims to select, place and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class.