

CFO/Vice President, Finance

About the Job

The CFO is a member of the Leadership Team. The CFO has oversight responsibility and is accountable to the CEO, for Via's overall financial management, analysis, reporting, and other strategic responsibilities for the Via Companies (Via of the Lehigh Valley, Inc., Via Events, Inc. and Via Foundation, Inc.). A position with internal and external responsibilities, the CFO interacts with government administrators, funders and peer organizations. The position also supports the Board Finance Committee in carrying out their oversight responsibilities.

Direct reports for this position include: Director of Finance & Accounting, Maintenance Director and IT Consultant.

The CFO/Vice President, Finance is responsible for:

Fiscal Oversight

- Manage day-to-day financial functions to ensure good communication; efficient operations; accurate and timely reporting; appropriate use of resources; and a healthy internal control environment.
- Oversee and direct the financial and accounting activities involved in budget planning, preparation, and analysis.
- Oversee and direct the financial and accounting activities involved in grant management; contract preparation and compliance; purchasing; and risk management activities.
- Oversee annual audit process and control environment, liaise with other external parties e.g. tax advisors, Payroll bureaus, banks to ensure all information is obtained and analysis is prepared in a timely manner.
- Orchestrate business plans, forecasting, and budget management to support attainment of company's growth objectives.
- Evaluate and review all insurance proposals for cost effectiveness and efficiencies.
- Act as liaison between Via and external constituencies such as financial institutions, investment firms, retirement plan consultants, auditors, and others.
- Recommend, monitor and supervise systems for finance, accounting, and information systems, make recommendation for future efficiencies and supervise implementation of new initiatives.
- Ensures compliance with federal, state, local, and organizational laws, regulations, guidelines, and best practices, including but not limited to tax laws, generally accepted accounting principles (GAAP), federal acquisition regulations (FAR), and cost accounting standards (CAS), ensuring that the officers and staff are fully familiar and taking the necessary actions to maintain compliance.
- Contribute and assist with board materials and reports. Present monthly reports to Boards, Committees, Leadership and Management Teams, and Directors, soliciting input from staff to be shared with these groups. Serve on Via Committees as financial advisor.
- Participate in stakeholder committees including but not limited to Rehabilitation & Community Providers Association (RCPA), Hearten Workers' Compensation, and Rehabilitation and Community Providers Services Organization, Inc. (RCPSO).

Information Technology (IT)

- In conjunction with IT contractor, manage all IT procurement and projects.
- Continue to enhance the ongoing disaster recovery plan.

Facilities Management

- Oversee the overall management and maintenance of all buildings, grounds, vehicles and equipment.
- Oversee expansion and building projects.

Position Qualifications and Requirements

- Minimum education MBA, CPA, or equivalent education/experience.
- Experience as a Chief Financial Officer, Vice President of Finance, or comparable senior manager. Nonprofit and/or healthcare experience a plus.
- Excellent communication (written, oral, & listening) skills.
- Ability to balance business needs and consider the mission-driven nature of a nonprofit human services provider.
- Experience with nonprofit accounting, finance, and tax matters.
- Experience with government funding and compliance issues.
- Ability to direct the efforts of others, build teams, provide constructive feedback, and lead employees to the successful completion of assigned tasks.
- Exceptional analytical ability including the capacity to compile and organize data, make decisions, and recommend and implement strategies.
- Ability to work effectively with a variety of audiences, including public sector funders, employees, the board of directors, senior staff, and the CEO.
- Ability to handle multiple projects and tasks, set priorities, meet deadlines, adjust quickly to changing priorities.
- Strong interpersonal and collaborative skills with creative problem-solving ability.
- Advanced computer software application skills for accounting (preferably Sage and MAS90), Excel and Word.

You will ENJOY the following when working at VIA:

- Medical, vision and dental benefits at a minimal cost to the employee. We offer two plans to choose from!
- 15 days of paid vacation during your first year, increasing to 18 days after completing 1 year of employment.
- 8 paid Holidays. Including YOUR Birthday Holiday!
- Education assistance up to \$2,200 per year for full-time employees.
- Education incentive: earn MORE when you obtain a degree or certification.
- Special employee events such as raffles, work anniversary celebrations, recognition awards and monthly celebration events.
- 403 (b) Retirement Savings Plan.

Commitment to Diversity, Equity and Inclusion

Via of the Lehigh Valley is committed to maintaining an inclusive workforce, where employees are hired, retained, compensated, and promoted based on their contributions to our mission, free from discrimination, prejudice and bias. We are committed to diversity, equity and inclusion throughout our organization. Candidates are considered for employment without regard to race, ethnicity, color, religion, gender identity or expression, sex, sexual orientation, national origin or ancestry, genetic information, age, disability, marital or familial status, veteran or military status, or any other status protected by applicable law.

About Via

Established in 1952, Via of the Lehigh Valley (Via), is a 501(c)(3) nonprofit human services provider headquartered in the Bethlehem, PA serving people children and adults with disabilities in Lehigh, Northampton, Carbon, Monroe, Bucks and Berks counties.

Diversity, equity and inclusion are at the core of who we are. Via helps adults find and sustain employment within multiple industries and service sectors. Early Intervention therapists offer physical, occupational and speech therapy to children to advance competencies and reach developmental milestones. Programs for young adults focus on networking with peers and gaining vocational skills in preparation for life after graduation. Via helps individuals of all ages gain life skills, develop friendships, and learn how to take advantage of all the community has to offer. In addition to providing a variety of high-quality programs, Via also advocates for inclusion and equal access to community activities.

With a staff of 150 and an annual operating budget of \$10 Million, Via's programs serve over 1,250 people annually. A fuller description of the organization can be found at <https://www.vianet.org/>.

Via of the Lehigh Valley is an Equal Opportunity Employer of Women, Minorities, Protected Veterans, and Individuals with Disabilities.