



JOB OPPORTUNITY
Posting Date: November 11, 2016
Closing Date: Open until filled
Posting #2016-32

POSITION AVAILABLE: Vice President of Finance & Administration

DEPARTMENT: Finance & Administration

LOCATION: Eugene, Oregon

SALARY RANGE: Pay Grade M (effective 12/1/2016)
\$89,600/year - \$129,920/year

Holt International Children's Services headquarters is in Eugene, Oregon, which is located in the lush Willamette Valley, and is well-known for outdoor pursuits like running, cycling, rafting, and fishing, as well as the arts, music, crafts, brewing, wine-making, and community-supported agriculture. Eugene is approximately 110 miles south of Portland, the state's major metropolitan area, and is less than two hours from the Pacific Ocean to the west and the Cascade Mountains to the east. The Eugene/Springfield metropolitan area (population 215,000 and growing) is in a region noted for its dynamic quality of life and progressive cultural environment. For more information visit: <http://www.eugencascadescoast.org/>

ORGANIZATION SUMMARY:

Holt International Children's Services finds and supports permanent, loving families for children who are orphaned, abandoned or at serious risk of separation from their family. Holt's child centered model of care provides services for vulnerable children to ensure they will grow and develop to their fullest potential. For more information visit: www.holtinternational.org

DEPARTMENT SUMMARY:

Holt's Finance and Administration Department is dedicated to providing timely, relevant and accurate administrative, financial, human resource and technology services to Holt staff, families and constituents; ensuring a high level of integrity, effectiveness and efficiency for Holt's work.

POSITION SUMMARY:

Maintains the financial stability and integrity as well as the smooth internal operations of Holt by providing overall leadership to the Finance and Administration Department; managing all financial operations; managing and directing human resource policies and procedures; overseeing general administrative support and office operations; and

serving as a member of Holt's Leadership Group reporting directly to the President and CEO. Sometimes serves as officer in charge in the absence of the President and CEO.

ESSENTIAL JOB FUNCTIONS:

- 1. Demonstrates leadership within the Finance and Administration Department** by setting and meeting goals, objectives, and budgets for the department which are challenging, and consistent with providing quality service.
- 2. Guides financial decisions** by establishing, monitoring, and enforcing financial policies and procedures.
- 3. Protects Holt assets** by establishing, monitoring, and enforcing internal accounting and financial controls
- 4. Provides assurance of financial condition** by working with Director of Accounting to secure an accounting firm, subject to Board approval, to provide an audited financial report in compliance with OMB A-133 and other appropriate regulations on an annual basis.
- 5. Maximizes return and limits risk on cash holdings** by working with Financial Manager to make sound investments of cash reserves, endowments, and other holdings within Board approved investment guidelines.
- 6. Prepares the annual budget** by directing Holt's budget planning process; preparing schedules; collecting, analyzing, and consolidating financial data; and recommending plans.
- 7. Achieves budget and financial objectives** by comparing and reporting actual activity in relation to budgets and other objectives and recommending corrective actions for approval by the President and CEO.
- 8. Reports financial status of the organization for internal and external use** by managing and directing accounting and financial policies, practices and systems to provide monthly financial statements and other regular reports on the financial activities of the organization.
- 9. Complies with federal, state, and local legal requirements** by staying current on legal requirements affecting Holt; enforcing compliance to requirements; filing tax returns and other financial reports; and advising the President and CEO on needed actions.
- 10. Assures that Holt is adequately protected against property, professional and other associated liability risks** by managing liability and property risk programs using insurance, policies and other risk management tools to obtain an acceptable level of risk at an acceptable cost.

- 11. Ensures safety of Holt's employee benefit programs by** providing oversight of pension, employee group insurance plans and other employee benefit programs. Works with the Director of Human Resources to evaluate and implement employee benefit plans.
- 12. Ensures office operating efficiency by** planning and implementing office systems, layouts, and equipment procurement and maintenance.
- 13. Enhances Holt's Human Resources by** working with the Director of Human Resources to develop and implement human resource policies and practices, including hiring and firing practices, compensation system, benefit programs, safety programs and other related programs.
- 14. Assures information processing systems are adequate to meet organizational needs by** working with IT staff to develop and implement appropriate policies, practices and strategic decisions for Holt's information and word processing computer networks.
- 15. Provides supervision to Director of Human Resources, Director of Accounting, Director of Information Services and Financial Manager by** assisting in the development of goals; regular monitoring of progress and timely evaluations; providing consultation, support and problem solving in achieving desired outcomes.
- 16. Exemplifies leadership within the organization by** contributing professional expertise as an active member of the Leadership Group and sometimes serving as acting officer in charge of agency in the absence of the President and CEO.
- 17. Contributes to a positive, productive work environment by** meeting attendance and punctuality guidelines, such as observing allotted lunch and break times and pre-arranging time off with appropriate notice. Treating all people with dignity and respect. Exhibiting good listening and comprehension skills including giving and welcoming feedback.
- 18. Contributes to team effort by** exhibiting cooperative and effective work relationships, such as, responding positively to challenges, assignments, inter and intra departmental requests; seeing beyond own tasks to help fulfill the organizational goals and accomplishing results as needed.

SUCCESS FACTORS:

The successful candidate utilizes experience and knowledge in finance, accounting, human resources, information technology, and facilities management and skill in managing teams for effectiveness to achieve goals, objectives and further the mission of Holt. Demonstrates ability in planning, developing and implementing strategies to support organizational growth and stability. Communicates, collaborates and works effectively with team members, senior staff and Board members. Has strong skills with productivity software and other computer tools. Sees the "big picture" as well as is effective with day to day tasks and responsibilities and is a proven leader,

communicator, and problem solver with a sense of integrity, confidentiality, and flexibility.

QUALIFICATIONS AND JOB-EVALUATION DOCUMENTATION

KNOWLEDGE AND EXPERIENCE (minimum requirements): Bachelor's degree in accounting, business management or a related field required. At least ten years progressive work experience with demonstrated skill in accounting, administration, and general business activities, especially as relates to nonprofit organizations. Must have thorough knowledge and understanding of the principles of accounting and cash management as applied to nonprofit organizations. Knowledge of and experience with budgeting and short and long-range financial forecasting techniques and reports. Knowledge and experience with principles of employee relations, employee benefits and compensation plan design. A strong knowledge and understanding of computer systems related to accounting, word processing, data base management, and communications. In-depth knowledge of effective management practices. Strong written and oral communication skills. Ability to work effectively with outside professionals such as lawyers, accountants, and other consultants.

INFORMATION PROCESSING: Identifies and analyzes financial, and program information and problems, and applies the findings to solve problems, spot trends, and to develop new or modified strategies resulting in the sound management and growth of Holt. As a department head, listens to and addresses employee questions and concerns in an appropriate manner.

DECISION MAKING: Develops annual and long range goals and objectives, policies, and budgets for the Finance and Administration Department to be approved by the President and CEO. Once goals, objectives, and budgets are approved, makes decisions for the department within approved guidelines. Consults with other members of the Leadership Group and/or the President and CEO when making decisions impacting other departments. Hires and fires within the department.

INTERPERSONAL COMMUNICATION: Clearly presents issues to other members of the Leadership Group in a timely manner. Maintains continuous lines of communication, keeping the president informed of all critical issues. Clarifies policies, regulations, objectives, and other issues concerning the area of responsibility to employees at individual levels of understanding. Trains staff, sets clear expectations, delegates responsibility, and requires accountability. Is a team player and committed to providing quality service. Is sensitive to cross-cultural issues.

IMPACT OF RESULTS: Inability to effectively manage Holt's financial affairs would greatly diminish its ability to carry out its mission and could seriously jeopardize Holt's existence. Failure to establish and maintain appropriate personnel policies and practices could lead to poor staff morale and an inability to attract and retain good staff. Failure to meet general administrative and operational needs would result in poor efficiency with fewer children and families served.

CONFIDENTIAL AND SENSITIVE INFORMATION: Handles sensitive and confidential information appropriately, including information about legal, HR and financial issues.

SCOPE OF FINANCIAL RESPONSIBILITY: Manages all financial operations for the organization and serves as the primary adviser to the President and CEO on all financial matters. Prepares the annual budget for the Finance and Administration Department; and in addition, leads the budget planning process and compiles the budget for the entire organization for approval by the President and CEO. May authorize expenditures for items as approved in the budget. Must obtain President and CEO's approval for expenditures outside the approved budget.

REPORTS DIRECTLY TO: President and CEO

APPLICATION PROCEDURE:

To ensure consideration, please submit the following application materials:

1. Job Application (on webpage under "complete an Online Application here")
2. Cover letter in which you clearly describe how your knowledge, skills and abilities prepare you for the job responsibilities and requirements outlined in the job posting.
3. Current resume which includes educational and professional work experience. Educational experience must include type of degree and education experience and where obtained. **Work experience must include employer name, dates of employment (month and year), position held/title and a description of duties, if position was full time or part time, and reason for leaving employer(s).**

Go to www.holtinternational.org/employment/ to locate the job application and the instructions on how to submit the application materials for this job posting.

SELECTION PROCESS:

A Holt application, cover letter, and any supplemental materials (if requested in the job posting), will be used to select the top candidate(s). Those selected for further consideration will be invited to an interview. Prior to hiring, candidate(s) will be required to complete a pre-employment criminal history background check, motor vehicle record check, child abuse clearance check, and a credit check. The candidate(s) must pass all elements of the background check in order to continue in the hiring process.

Holt International Children's Services
www.holtinternational.org