### General Position Information:
This specific job description covers the basics functions, qualifications, requirements, working conditions and skills necessary, but not limited to for successful fulfillment of this position in accordance to the standards of the company.

<table>
<thead>
<tr>
<th>DOL Overtime Status:</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment:</td>
<td>Full-time</td>
</tr>
<tr>
<td>Workers Comp Code:</td>
<td>8810</td>
</tr>
<tr>
<td>EEOC Class:</td>
<td>Professional</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay Type:</th>
<th>Salaried</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Pay:</td>
<td>$60,500 to $65,500</td>
</tr>
<tr>
<td>Level:</td>
<td>8</td>
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<tr>
<td>Benefit Class:</td>
<td>Eligible</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Location:</th>
<th>RCS Administration</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Finance/Administration</td>
</tr>
<tr>
<td>Reports to:</td>
<td>President/CEO</td>
</tr>
<tr>
<td>Supervises:</td>
<td>AVP of Finance, Controller, HR Specialist, IT</td>
</tr>
</tbody>
</table>

### Position Summary:
Under the direction of the Chief Executive Officer, the VP of Finance & Administration is responsible for developing and maintaining sound fiscal operating strategy, policy, practices, and reporting for the organization. The VP of Finance and Administration shall provide the President/CEO, Associate Vice Presidents, Branch Executives, Department Heads, Staff, RCS Board, and required outside authorities with all necessary periodic reports indicating the financial health of the organization. The VP of Finance and Administration has oversight responsibility for all organization activities that have a financial impact. This position participates in formulating corporate goals and philosophy with the CEO and Executive Cabinet. The VP of Finance and Administration is the chief financial advisor to the President/CEO and RCS Board and shall make timely recommendations concerning all financial matters. In addition, the VP of Finance and Administration will provide direct and indirect leadership to the Human Resources, Risk Management/Mitigation, Facilities and IT departments in support of the CEO and overall administrative soundness and compliance. Oversees all financial functions including accounting, budget, monitoring credit, insurance, and tax. Designs and coordinates a wide variety of accounting and statistical data and reports. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of independence and continuous improvements is expected.

### Job Specifications/Qualifications: (Min. knowledge, skills, and abilities required)

#### Education/Training/Experience:
- Bachelor's degree in accounting or finance, and at least 5 years of professional experience in the budgeting, accounting and financial reporting
- Certified Public Accountant a plus, but not required
- Demonstrates expertise in a variety of financial concepts, practices, and procedures
- A minimum of 3 years of management in finance and business experience, multi-locations preferred
- Risk management and personnel experience preferred
- Experience in working closely with non-profit boards and volunteer leadership committees a plus
- Working knowledge of GAAP
- Advanced level experience with Microsoft Excel and Word
- Experience with creating and maintaining organizational policies and procedures related to accounting practices.

#### Leadership:
- Recruit, train and supervise all Finance/Business Office, Support Service/Risk Management, and IT staff
- Approve the selection of PT, FT and Exempt staff positions.
- In support of the CEO and PEO implements organization’s personnel policies and procedures.
- Review and evaluate staff using predetermined goals and objectives.
- Coach and train staff in skill and personal development areas as needed.
- Encourage staff to participate in professional and technical activities, which provide professional and personal growth.
- Provides indirect and direct leadership as needed to organization Executive Directors in support of the COO

#### Knowledge, Attitude, Skills and Habits:
- Effective selection, motivation, management and training skills
- Successful Fiscal management skills
- Effective persuasive communication skills, the ability to make presentations to management, public groups, executives, committees and Board of Directors
- The ability to successfully perform job functions independent of daily supervision.
- Ability to work in a fast-paced environment with multiple priorities
- Ability to effectively organize and plan for daily, monthly, and yearly events
- Understand the broad overview of the goals and purposes of RCS and how it operates as a local notional and international movement requires
- Must be proficient with MS Office programs

### Physical Requirements and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties, or be of a safety concern.

**Key to denote % of time requirements necessary to perform essential functions of this job.**

<table>
<thead>
<tr>
<th>% of Time Requirements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% = Zero (O)</td>
<td>Lifting 0-10 lbs.</td>
</tr>
<tr>
<td>1-35% = Little (L)</td>
<td>Lifting 10-25 lbs.</td>
</tr>
<tr>
<td>36-70% = Moderate (M)</td>
<td>Lifting 25+ lbs.</td>
</tr>
<tr>
<td>71-100% = Great (G)</td>
<td>Lifting 25+ lbs.</td>
</tr>
</tbody>
</table>

**- Physical Requirements:**

- **Light**: Bending/stooping m - Lifting 0-10 lbs.
- **Moderate**: Reaching above/below the waist m - Lifting 0-10 lbs.
- **Heavy**: Pushing/pulling movements m - Lifting 0-10 lbs.
- **Standing**: Sitting m - Lifting 0-10 lbs.
- **Kneeling**: Kneeling m - Lifting 0-10 lbs.
- **Walking**: Color / Depth perception m - Lifting 0-10 lbs.
- **Typing**: Operate various equipment m - Lifting 0-10 lbs.

### Working Conditions and Schedules:

- **Interacting with co-workers, vendors, and customers.**
- **Exposed at times to fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock, and vibration.**
- **Exposed to various noise levels (L= private office, M= showroom/service area, G= jackhammer/metal works/heavy equipment)**
- **Office machines, phones, fax, computers, postage meter, etc.**
- **Working environment:** non-private, varies from outside open parking lot, to showroom, to cubicle workspace, to adaptive office.
- **Available to work nights, weekends and holidays.**

### Necessary traits for this position:

- **Seeing**
- **Hearing**
- **Talking**
- **Reading**
- **Writing**

- Basic comprehension of English language using the traits marked above for purposes of safety, management direction and job responsibility, and minimal third party interaction.
- Proficiency of the traits marked above in the following languages for business letters, memos, customer interaction, presentations, demonstrations, employee direction, audits, etc: **English** **Spanish** **French** **Other**
**Job Title:** Vice President of Finance and Administration  
**Approved Date:** 1/1/20  
☐ New  ☑ Revised

### Job Functions, Unique Duties and Responsibilities:

**Essential Functions include but are not limited to the following:**

#### Finance
- Develop and maintain all necessary financial, accounting, recordkeeping, and information management systems in order to meet all legal, tax, and audit requirements.
- Administer all policies and systems related to RCS purchase procedures in order to ensure maximum control and accountability as well as best available purchase price. Approve all purchase orders within a maximum dollar amount established by the President/CEO and Board of Directors.
- Develop monthly financial reports on the operating budget and distribute the reports to the President/CEO, Program Branch Executives, Department Heads and appropriate Staff
- Analyze all financial reports and recommend necessary corrective measures to ensure long and short-term RCS financial objectives are achieved.
- Review and approve all contracts entered into by the Association to ensure their compliance with Association policy, governing entity requirements, proper pricing and acceptable business practice
- In consultation with the President/CEO and the Finance Committee, monitor the outside investment counselor to ensure maximum return is achieved consistent with stated agency investment policies.

#### Budget Management and Development
- Initiate, design, and administer the annual operating budget preparation and review process. **Note:** The VP of Finance must closely scrutinize all aspects of the budget preparation and review in order to identify errors in calculation or assumption and to pinpoint risk areas. However, the approved budget, as well as the budget review, must at all times have a high level of ownership from all Department Heads (managers) and Program Branch Executives

#### Fundraising
- Provides consultative assistance to executive staff and committees in the development and implementation of capital campaign projects and expenditures.
- Provides leadership in Annual Fundraising Campaigns to ensure campaign success.
- Interpret and communicate the objectives, programs, and long range vision of RCS to the community: Dollars Raised (Capital, Annual), Number of Donors, Board Development

#### Facility
- In partnership with the COO, develop and monitor long-range facility plans. Assist executive staff and director of projects and facilities in determining priorities short-term and long-term projects.
- Provides direction and assistance as necessary to the Director of Facilities regarding financial matters.
- Responsible for “Risk Management” oversight of policies, procedures, and protection. Responsible for securing and administering appropriate insurance for the organization.

#### Additional Responsibilities
- Identifies, establishes and maintains strategic linkages with businesses, organizations, local government agencies, groups and individuals within the community whose influence, support and /or assistance are or could be of value to the operations of the organization.
- Participates in appropriate professional organizations and is available as an “expert speaker, organizer or participant” in areas related to the services provided by RCS.
- Promotes a professional work environment.
- Demonstrates commitment to the total organization by understanding RCS’ Vision, Mission, and Strategic Goals, Structure: establishes visibility and role as a resource to other staff.
- Builds positive relationships with other organization staff members; shares information with appropriate associates; willingly cooperates with others in the organization.
- Projects integrity and personal values that create and build trust; follows through on commitments; evokes the highest standards of professional ethics.
- Resolves conflict by constructive problem solving; maintains productive working relationships while mediating or resolving differences; proposes win-win solutions.
- Demonstrates effective and persuasive communication (both oral and written); expresses ideas in clear, thorough yet concise manner; actively listens to others.
- Provides leadership to drive ONE ORGANIZATION.
- Supervise the development, utilization, operation and maintenance of all organization Information Technology systems. Purchase all hardware and related software.

**Accounting Operations and Internal Controls**
- Responsible for the maintenance of the Manual of Financial and Accounting Policies and for development of written accounting operating procedures for various systems as deemed necessary, including donor database, accounts payable, payroll and investment account reconciliation processes. Responsible for the preparation of appropriate forms, procedures and reports for new service areas (such as Thrift Store Sales and Food Bank Processing Fees).

**Annual Independent Audit**
- Responsible for coordination with audit firm to obtain an annual engagement letter, audit planning package and schedule of fieldwork dates; responsible for preparation of or supervision of the preparation of all audit confirmations, worksheets, flowcharts, checklists and supporting documentation in a timely manner.
- Responsible for preparation and filing of Tangible Personal Property Tax Returns, for preparation of fiscal portions of agency grant applications and for preparation of agency response to audit management letters.

**General:**
- Assists the Chief Operating Officer and Chief Executive Officer, as needed.

I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.

Signature ____________________________________________________________  Date ____________________