

Job Title: Vice President, Finance and Human Resources
Status: Full Time, Exempt; Benefits Eligible
Reports to: AzFBN CEO

The Arizona Food Bank Network (AzFBN) is a 501(c)(3) nonprofit hunger fighting organization looking for a Vice President of Finance and Human Resources (VP). The VP will be a member of AzFBN's leadership team. This new position calls for competencies in accounting, audits, analysis, forecasting, investment monitoring, asset and office management, information technology, nonprofit governance and management, and human resources. Additionally, successful candidates for this position will value the AzFBN vision of a hunger-free Arizona, joining a small but mighty team.

Position Description

The VP must quickly be able to earn trust and confidence, building productive relationships with the AzFBN team, the Board of Directors and other key stakeholders, including AzFBN's 5 member food banks and their teams. As a leadership team member, the VP will model the AzFBN core values of empathy, collaboration, innovation, and integrity. This position will work directly with the Business Manager and Accounting Assistant.

The VP develops recommendations to optimize the financial sustainability of AzFBN's programs and partners with the CEO, VP of Development and Marketing, and VP of Programs to diversify AzFBN's revenue and ensure common sense expenditures. S/he works closely with staff to create and manage budgets and is responsible for all aspects of financial management. The VP will also be in charge of information technology and other key systems.

The VP is charged with Human Resource functions, ensuring AzFBN compliance with generally accepted HR policies and practices for nonprofit organizations.

Minimum Qualifications for Education, Training and Experience:

- Bachelor's degree in Finance, Business Management, or Accounting; Master's degree/CPA preferred
- 10+ years of management experience, with 2+ years at a similar sized nonprofit
- Thorough knowledge of budgeting and auditing
- Working knowledge of local, state and federal government funding
- Excellent record of leading teams, managing people, development, delegation, and coaching
- Experience with a Human Resources Information System (HRIS)
- Working knowledge of employee benefit plans

Minimum Qualifications for Education, Training and Experience (con't):

- Experience with financial software and optimizing business processes, including data analytics
- Knowledge of nonprofit accounting, including fund and grant accounting, compliance, restricted giving and reporting for all
- Deep empathy for diverse cultures, people, and experiences, and the ability to communicate effectively and with clarity to a variety of audiences
- Valid Arizona Driver's License and the willingness to travel routinely in Maricopa County and occasionally in other parts of the state.

Primary Responsibilities:

- Oversight of risk management policies and AzFBN adherence
- Management of a comprehensive budget process, working with AzFBN staff to develop program and project specific budgets that align with overall revenue and expenses.
- Working with the AzFBN Finance Committee to ensure AzFBN investments are well placed; making recommendations about use of funds that aligns with AzFBN's mission and vision.
- Reporting – ensuring all interim reports, financials and external reports are produced, adjusted and approved in a timely manner
- Working with the CEO to prepare for AzFBN Board of Directors meetings; running the meeting if the CEO cannot attend
- Managing the audit process and, with the AzFBN auditor and Finance Committee, overseeing the production and board approval of annual audited financial statements, including the single audit and the IRS Form 990
- Contract negotiation and management
- Regulatory policy compliance
- Staff education, both to develop knowledge about fiscal process and procedure as well as to ensure adherence to best practices and compliance with contractual obligations
- Manage the employee lifecycle by developing best practices for hiring and onboarding staff, employee relations and staff exit procedures.
- Negotiate and administer benefits packages, including health, dental, vision and retirement
- Conflict resolution (including formal grievance policy and procedure)

Salary Range: \$90,000-105,000 depending upon experience and qualifications.

To apply, please forward a cover letter and resume with details of prior experience to Angie Rodgers at angie@azfoodbanks.org Note that AzFBN is currently implementing a hybrid model for in office presence, including a mix of dedicated work from home and in office days. Some part of the hiring process will be in person.