

 <p>GETTYSBURG FOUNDATION</p>	<p>DATE PREPARED OR REVISED</p> <p>December 9, 2019</p>	<p>FLSA CLASSIFICATION</p> <p>Exempt</p> <p>ORGANIZATION LEVEL</p> <p>C Level</p>
<p>Position Title</p> <p>Vice President for Finance</p>	<p>Department</p> <p>Finance/Administration</p>	<p>Reports to</p> <p>President, Chief Executive Officer</p>
<p>Position Summary</p> <p>As a key member of the Senior Management team, the Vice President for Finance will report to the President and assume a strategic role in the management of the Foundation. In addition to comprehensive fiscal management, responsibilities include supervising Finance, Human Resources and Information Technology; reviewing and approving contracts; and acting as occasional liaison to legal counsel. The Vice President for Finance manages contracts with partners, such as the bookstore, food service, bus tours and other vendors. Key duties include monthly and yearly financial statements, annual budgets, financial projections, banking and other financial relationships, and interfacing with the National Park Service.</p>		
<p>THE ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:</p> <p>Vice President for Finance</p> <ol style="list-style-type: none"> I. Participates with the President, staff and governing body to sustain the organization's mission and direction: <ol style="list-style-type: none"> a. Provides vital input in short-term and long-term strategic and operational planning. b. Identifies and addresses financial and long-term funding issues that both support and challenge organizational health and effectiveness. c. Ensures that financial, human resources, and technology plans are executed in a manner consistent with the organization's values, mission, vision and plans. d. Keeps apprised of best practices and changes in financial trends and techniques, human resources, and technology in the non-profit sector, along with general business conditions and practices. II. Provides general oversight of all the organization's financial management activities through coordination with staff, outside vendors, specific Board committees, and the overall Board of Directors: <ol style="list-style-type: none"> a. Maintains a monthly, quarterly and yearly schedule for reviewing and submitting financial transactions and remind others of these schedules in order to produce required financial reports on a timely basis. b. Establishes major financial objectives and policies and prepares reports that outline the company's financial position in the areas of income, expenses and earnings based on past, present, and future operations. c. Furnishes internal reports, and revises and updates reports as needed for Gettysburg National Military Park and/or other relevant organizations. 		

- d. Develops, analyzes and interprets statistical and financial information in order to evaluate operating results in terms of profitability, performance against budget and other matters bearing on the fiscal soundness and operation effectiveness.
 - e. Review and help develop business plans for venues, projects and segments of the operations to evaluate profitability and opportunities to provide return on investments and contribution to the overall profitability of operations.
 - f. Reviews and signs/co-signs (or recommend for signature) contracts and legal agreements, as needed.
 - g. Prepares budget and financial forecasts.
 - h. Maintains internal financial control procedures, along with updates the Financial Policies and Procedures manual.
 - i. Plans for and establishes systems to ensure compliance with all federal, state and local corporate, payroll and other applicable taxes.
 - j. Reviews covenants with bond companies and submits required reports to document compliance with bond requirements.
 - k. Works closely with Philanthropy staff to maintain donor accounts and endowments, and to release expenditures from philanthropic accounts.
 - l. Works with auditors, providing necessary documentation to produce accurate and timely Audited Financial Statements and the 990 tax return.
- III. Provides general oversight and supervision of the organization's Finance, Human Resources and Information Technology Departments.
- IV. Works with the President, Management Team, and serves as liaison to the Finance Committee, Audit Committee, and Treasurer.

PERFORMANCE EXPECTATIONS:

As one of four vice presidents, with particular responsibility for finances and strategic decision making, the Vice President for Finance will help establish the direction of the Gettysburg Foundation. The successful candidate will demonstrate competence in both finance and operations, with an ability to deliver well-organized, timely results. The individual should have a solid understanding of the accountability expected of non-profit organizations, including a sensitivity to balancing transparency and confidentiality.

Please note this description includes essential duties of the job only, with other duties as assigned.

EDUCATION/SPECIAL SKILLS/EXPERIENCE:

Bachelor of Science degree in Accounting or post graduate degree and experience with a non-profit environment required; CPA or MBA preferred. The successful candidate will be able to prioritize tasks, move seamlessly between them, be well-organized and able to communicate with multiple constituencies. Proficiency with computer software is essential, including Microsoft Office suite and general ledger software.

PHYSICAL/MENTAL CHARACTERISTICS OF THE POSITION AND ENVIRONMENTAL FACTORS OF THE WORKPLACE:

- Displays a high level of integrity and ethics.
- Team approach.