



## JOB DESCRIPTION

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**Title:** Vice President of Finance  
**Supervisor's Title:** President  
**Department:** Executive

- I. Purpose of the Position:** The Vice President of Finance (“VPF”) role involves developing and executing the financial strategy of the Organization to achieve the short- and long-term vision and strategic plan approved by the Board of Directors. The VPF shall have the primary responsibility of supervising the financial, accounting and auditing aspects of the Organization and the coordination of supporting information systems related to financial control. The VPF is accountable for the administrative, financial and risk management operations of the Organization, to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve and enhance Organization’s assets as well as to insure sustainable growth. The Vice President of Finance reports to the President and is further responsible for supporting all existing and future business verticals and their respective management teams with key and accurate financial performance information while driving a culture of financial accountability and transparency in financial oversight of the businesses.

The VPF provides the leadership and vision necessary to ensure that the Organization has the proper financial controls, administrative and reporting procedures, technologies and people systems in place to effectively improve financial performance, increase revenues and maximize profitability within business verticals and to ensure financial strength and operating efficiency. The VPF is also responsible for directing the fiscal functions of the Organization in accordance with generally accepted accounting principles (GAAP) issued by the Financial Accounting Standards Board, the Securities and Exchange Commission, and other regulatory and advisory organizations and in accordance with financial management techniques and practices appropriate within the industry.

**II. Key Responsibilities and Accountabilities:**

**Operational Management and Budgeting**

- Oversees and develops the Accounting Department Staff
- Collaborates with the executive team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the growth and diversification objectives of the Organization.
- Participates in key decisions as a member of the executive team and maintains in-depth relations with all members of the executive team and provides technical financial advice and knowledge to others within the financial discipline.
- Plans, develops, organizes, implements, directs and evaluates the Organization's fiscal function and performance and participates in the development of the Organization's plans and programs as a strategic partner.
- Develops financial and tax strategies and manages the capital request and budgeting processes and manages any applicable tax filings in consultation with the Legal Department.
- Manages the annual budgeting process, based upon most recent data and modeling information available including preparing projections from business unit operating plans and conducting financial reviews and analysis to present budget scenarios to the executive team and the Board of Director discussion prior to finalizing subsequent fiscal year budget.
- Oversees and controls the cash flow position throughout the Organization, understands the sources and uses of cash, and maintains the integrity of funds, securities and other valuable documents and creates a culture of complete transparency with the President and the Board of Directors.
- Develops a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs and objectives.
- Optimizes the handling of financial services vendors (such as ACH, etc.), bank and deposit relationships and initiates appropriate strategies to enhance cash position and efficiencies.

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- Provides guidance and continual improvement of the budgeting process through education of executives on financial issues impacting department budgets.
- Evaluates the finance structure and Organization's plan for continual improvement of efficiency and effectiveness of the group with the goal of maximizing efficiencies and cost control balanced with long-term sustainability.
- Oversees the issuance of financial information, monitors cash balances and cash forecasts and invests funds appropriately and in the best interest of the Organization per approval of the Board of Directors.
- Responsible for the financial modeling, due diligence and economic recommendation aspects of all the Organization's major transactions including capital improvements, real estate bids, contracts, and leases in coordination with the President, legal, and the appropriate business operations groups.
- Administers under the supervision of the President banking arrangements and loan agreements and maintains adequate sources of capital for the Organization's current and future needs from commercial banks and other lending institutions and groups.
- Establishes, maintains lines of communication to forge strong relationships with all financial services vendors, banking partners, investment bankers, investment community, capital sources, financial analysts, and stakeholders in conjunction with the President and the Board of Directors.

### **Accounting and Reporting**

- Establishes accounting policies and procedures for credit and collections, purchasing, payment of bills, and other financial obligations.
- Communicates with staff, other executives and their reports and the Board of Directors, orally, in writing, through reports and visual representation, to provide financial updates and overviews, supports a strong culture of financial oversight, and supports staff and Board of Directors fiscal literacy and transparency within the organization.
- Prepares timely and accurate financial reports monthly, quarterly, and annually in accordance with Generally Accepted Accounting Principles (GAAP) as well as provides other financial information to the President, other members of the executive team and the Board of Directors.
- Manages all accounting functions for all existing and future businesses including, but not limited to: General Ledger, Payroll, Accounts Payable, Accounts Receivable, and Billing.
- Ensures the maintenance of appropriate financial records, prepares required financial reports, ensures audits are completed on time and maintains compliance with applicable financial regulations and standards (e.g. Sarbanes-Oxley, GAAP and the IRS Tax Code).
- Reviews, manages, and establishes as needed, new internal systems and controls, operations, processes and financial procedures to ensure the integrity of financial information and reporting.
- Reports financial results to the President and the Board of Directors.

### **Business Development**

- Provides strategic recommendations to the executive team and the Board of Directors to enable investments for businesses growth and diversification, securing appropriate financial capital for growth to maintain and grow market share while further building the Organization's competitive advantage.
- Identifies and assess opportunities for additional synergistic business verticals to decrease overall operating costs, enhance vendor redundancy, reducing risk and balancing against benefits of potential new revenue streams.
- Oversees and be responsible for financial modeling, financial due diligence, and recommendations to the Board of Directors regarding major organizational expenditures and the Tribe's investments.

### **Strategy, Planning and Risk Management**

- Evaluates and advises on the impact of long-range planning, introduction of new programs and strategies and regulatory action.
- Assists in formulating the Organization's future direction and supporting tactical initiatives through the development of a 5-year plan.
- Evaluates productivity within the various business units and searches for areas of efficiency that can be developed to further enhance Organization's profitability.



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- Monitors and implements financial performance measures for all business units that support the Organization's strategic direction.
- Directs budget development to support strategic business goals for each of the business units as well as the overall Organization.
- Provides useful financial insights to the executive team to help make better decisions about formulating and executing business strategy.
- Provides financial input and leadership on decision making issues affecting the organization, i.e. potential alliances and investments.
- Establishes credibility throughout the organization and with the Board of Directors as an effective developer of solutions to business challenges.
- Understands and mitigates key elements of the Organization's risk profile and develops, implements and monitors reliable control systems.
- Enhances, develops, implements and enforces policies and procedures for the Organization by way of systems that will improve its overall operation and effectiveness.
- Reviews and makes recommendations on all agreements and contracts concerning financial obligations, such as contracts for vendors, IT assets, and services, and other actions requiring a commitment of financial resources and acts on agreements and contracts regarding the VPF's area within the delegation of authority policy.
- Assists the President in structuring, negotiating, and finalizing agreements in coordination with legal and other appropriate business counterparts.
- Evaluates and administers the Organization's risk management program and reports risk and financial issues to the executive team, the President and the Board of Directors as applicable.
- Maintains relations with external auditors, investigates their findings and recommendations and reports results to the executive team, the President and the Board of Directors as applicable.

### III. Knowledge, Skills, Abilities, and Other Requirements:

- Bachelor's Degree in Accounting, Finance, or Business Administration, or related discipline.
- Minimum of 10 years accounting experience with at least three years in a managerial role.
- Master's Degree in Accounting or Business Administration preferred.
- Preference will be given to candidates with sub-prime lending experience and Certified Public Accountant or Certified Management Accountant designations.
- Strong knowledge in account reconciliation, accounts payable, accounts receivable, payroll processes, etc.
- Technical and comprehensive knowledge of all finance, financial planning, accounting and tax areas of a business including an excellent understanding of GAAP.
- Proven leadership ability.
- Excellent oral and written communication skills and possesses strong business and financial acumen.
- Ability to extract meaning from numbers and present analysis clearly and concisely to people with widely varying degrees of financial knowledge.
- High level of integrity and professionalism
- Excellent interpersonal skills with ability to form strong relationships with staff in a supportive and confidential role.
- Highly motivated and highly organized and able to juggle competing priorities.
- Strong critical thinking and creative problem solving skills.
- Ability to balance attention to detail with big-picture thinking.
- Experience conducting month-end and year-end close, cost allocation, revenue recognition, budget creation and management, and cash management.
- Promotes a culture of transparency, collaboration and teamwork across organizational boundaries.
- Able to effectively interface with all levels of employees, vendors and third party providers.
- Proven skills in managing staff and ability to build and support effective teams.
- Must be able to work in a dynamic, rapidly changing environment.



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- Excellent computer skills at minimum MS Office applications.
- Up to date knowledge of current financial and accounting computer applications.
- Ability to create support and buy in across a wide range of stakeholders; create a strong network of relationships among peers, internal partners, external constituencies and decision makers.