



Job title	Vice President of Finance and Operations
Working hours	Full-Time
Compensation	\$94,875
Supervisory responsibilities	This position will have supervisory responsibilities.
Education and Experience Required	Bachelor's Degree or higher in finance, accounting, business administration or a related field. MBA is preferred. Must have 7-10 years of professional experience(6 or more years of broad financial and administrative /operations management experience).
Start Date	TBD

Job summary	
<p>The Vice President of Finance and Operations will be a strategic thought-partner and report to the Co-Directors (Co-EDs). This position should be able to anticipate and mitigate risk, with a comprehensive understanding of developing and implementing internal financial controls. The successful candidate will be a hands-on and participative manager and will lead a team of staff and contractors in the following areas: finance, budgeting, human resources, and technology. Ideally, the candidate will have experience working with federal grants.</p> <p>This position will play a critical role in partnering with the senior leadership team in strategic decision-making and operations as Converge continues to grow. This is a tremendous opportunity for an innovative, thoughtful finance leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.</p> <p>About Converge: Converge seeks to expand access to quality, person-centered family planning throughout Mississippi and the South. As the state's Title X grantee, we support the provision of quality family planning care by providing funding, oversight, and technical assistance to a network of Title X clinics across the state. We also deliver training and technical assistance to providers and conduct policy, advocacy, and research activities that promote increased access to quality care.</p> <p>Converge is an equal opportunity employer. Converge prohibits discrimination against employees, applicants, and other covered individuals with regard to hiring, assignment, training, promotion, discipline, compensation, and other terms and conditions of employment because of race, color, creed, ethnicity, religion, national origin or ancestry, political affiliation, age, sexual orientation, marital status, sex (including pregnancy), gender (including gender</p>	

identity), disability, genetic information, veteran status or service in the uniformed forces, or any other characteristic protected under applicable federal, state, or local law.

www.convergeaccess.org

To apply, please send a resume and cover letter to jobs@convergems.org.

Essential functions

- Oversee and lead annual budgeting and planning process in conjunction with the Co-EDs; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Oversee the integrity of the accounting general ledgers and systems, ensuring compliance with appropriate GAAP standards and regulatory requirements
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, oversee all financial, project/program, and grants accounting.
- Serve as the HIPAA Security Officer for Converge, ensuring annual staff training on HIPAA protocols as well as connecting with clinical partner's HIPAA Privacy Officers to ensure compliance with HIPAA policies and procedures
- Coordinate and lead the annual audit, Form 990 filing and charitable solicitation processes, liaise with external auditors and the finance committee of the board of directors and executive directors; assess any changes necessary
- Oversee any required audits related to governmental funding
- Manage external bookkeepers to ensure adherence to GAAP & governmental reporting requirements, alignment to budget
- Manage organizational cash flow and forecasting.
- In partnership with the Operations Manager and Co-EDs, implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present critical financial matters to the board of directors and Co-Directors.

Competencies

- Knowledge of public sector or non-profit funding, budget structures, and best practices
- Expert knowledge of Quickbooks, Excel, Outlook, Word and other Microsoft Office Suite programs
- Ability to listen and respond to the concerns/ideas of others
- Experience with managing grants and contracts

- Strong organizational skills, and the ability to prioritize, multi-task, and work under deadlines
- Ability to apply creative solutions to assignments

Qualifications and requirements

- CPA certification preferred
- Self-starter—willingness to jump in and solve problems pro-actively
- At least seven to 10 years of overall professional experience; six or more years of broad financial and administrative/operations management experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area.
- Ability to translate financial concepts to – and to effectively collaborate with -- diverse stakeholders including programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record or familiarity with grants management and financial reporting, particularly federal grants
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Personal qualities of integrity, credibility, and dedication to the mission of Converge

This position is full-time. The role requires minimal travel and can be executed remotely. Converge utilizes flexible working schedules, including hybrid options. We offer excellent benefits such as:

- ✓ Health insurance coverage through Blue Cross Blue Shield of Mississippi; dental insurance through Delta Dental; vision insurance through Eye Med; life insurance
- ✓ Insurance premiums for employees and dependents covered 100% by Converge
- ✓ Vanguard SIMPLE IRA plan with a 3% match from Converge
- ✓ Acceptance of mandatory COVID and flu vaccine policy as outlined in the Employee Manual
- ✓ Paid vacation (15 days) and sick (10 days) leave per Employee Manual, with additional days based on length of time at Converge
- ✓ Paid Parental Leave