**Position Summary**

The Vice President of Finance is responsible for the overall management of the organization's financial operations. This includes all accounting, financial and investment reporting functions, budget planning and forecasting, grant and gift management, cash flow management, auditing, and some HR functions, including payroll and benefits administration. The VP of Finance creates annual goals and performance indicators and provides written and verbal reports and

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**YWCA USA Overview**

YWCA USA is a national organization on a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. One of the oldest and largest multicultural organizations promoting solutions to enhance the lives of women, girls, and families, YWCA USA has been at the forefront of the most critical social movements for more than 160 years, working on behalf of marginalized communities through advocacy, local programming, and services – from women’s empowerment and civil rights to affordable housing and pay equity, to violence prevention and health care.

Headquartered in Washington D.C., YWCA USA represents almost 200 member YWCAs nationwide. YWCA Member Associations work on the front lines of social change, responding to the specific needs of their communities while upholding the vision and aspiration of the national movement. Nationwide, YWCA services include a wide breadth of policy advocacy and social service programs that support the mission of eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all. YWCAs generate institutional change in three key areas: racial justice and civil rights; empowerment and economic advancement of women and girls; and health and safety of women and girls.

Through its affiliation with the World YWCA, YWCA USA is part of a global movement to elevate the status of ALL women and girls. The World YWCA works for women’s empowerment, leadership, and rights in more than 120 countries and 20,000 local communities. It is united by a shared vision that, by 2035, young women and girls will transform power structures to create justice, gender equality, and a world without violence and war, leading a sustainable YWCA movement inclusive of all women.
performance dashboards to the Chief Operating Officer and the Board of Directors. In addition, this position is responsible for the ongoing evaluation and development of financial and human resource policies and procedures, ensuring compliance with GAAP standards and all other federal and state regulations.

Responsibilities

Strategy and Process

- Partner with the Chief Operating Officer on financial planning, budgeting, human resource matters, cash flow, investment strategies, and policy and procedural matters.
- Serve as the staff financial representative to the financial, investment, and audit committees, effectively communicating and presenting audit processes and financial and investment reports.
- Contribute to the development of YWCA USA’s strategic goals and objectives as well as the overall management of the organization.
- Maintain continuous lines of communication, keeping the Chief Operating Officer informed of all critical issues.
- Represent the organization externally, particularly in banking and lease negotiations.

Leadership and Management

- Oversee, direct, and organize the work of the finance and human resource teams.
- Promote a culture of high performance, accountability, fun, and continuous improvement that values learning and growth.
- Ensure the finance and human resource teams receive timely and appropriate training and development.
- Create high-performing, accountable, service-oriented human resource and finance teams through collaborative leadership, training, and coaching, creating clear, efficient processes and carefully monitoring and communicating individual and team outcomes.
- Establish an ongoing comprehensive training program to educate all organization staff on finance tools, policies, and procedures.

Operations

- Continually monitor, evaluate, and improve finance and human resource systems ensuring efficiency, internal controls, and compliance.
- Assist departments with budget implementation.
- Provide analytical support to YWCA USA’s internal management team, including developing internal management reporting capabilities.
- Improve administrative and operational accounting services such as treasury management, 403-b plan, grants payment processing, payroll, accounts payable, and purchasing.
- In this capacity, the VP of Finance reports to the Chief Operations Officer and collaborates heavily with senior leadership.

Experience, Education, Proficiencies, and Values

- Experience, Education, and Certifications
  - At least six years in a senior accounting role that includes payroll functions.
○ Master’s degree in accounting, finance, or business. Additional experience may be considered in place of an advanced degree.
○ CPA designation preferred.

● Proficiencies
  ○ Sage Intacct
  ○ Excel, Microsoft Office 365, Teams
  ○ Analytical, organizational, and written skills
  ○ Budget and financial plan analysis and development
  ○ Personnel management and motivational Leadership
  ○ Adherence to regulatory standards, including GAAP
  ○ Policy and procedure development and adherence
  ○ managing complete accounting and financial operations, including restricted fund accounting and grant management
  ○ leading internal and external audits
  ○ strategizing, problem-solving, and making sound business decisions.

● Values and Attributes
  ○ A passion to support the organization’s mission
  ○ A positive, energetic, friendly, “can-do” attitude
  ○ Strategic, process, systems thinker
  ○ Detail-orientated and analytical
  ○ Exceptional leadership skills with a growth mindset
  ○ Effective communicator
  ○ Efficient multitasker

Core Competencies

● Accounting
● Leadership and Management
● Process and Policy development and review
● Managing positive professional relationships

Physical Demands and Work Environment

The physical demands described here represent those that an employee must meet to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

● YWCA USA is a hybrid of physical and remote office environments; you will collaborate with colleagues who are based across the United States. You should be prepared to work remotely and to travel to the organization’s headquarters in Washington, DC.
● Travel for meetings, events, or site visits is required.
● Availability to work Monday through Friday and occasionally on nights and weekends as needed.
● The role requires long periods of sitting and using a computer and some light physical tasks, such as printing, filing, etc.
● Ability to communicate effectively in person, on video, and via phone.
Compensation and Benefits

Compensation

- $158,200.00 Annually
  This offered starting salary is non-negotiable.

Benefits

- Generous Leave Benefits
- Sick Leave Benefits
- 12 Weeks of Paid Parental Leave
- Paid Holidays
- Health Insurance
- Dental & Vision Insurance
- Group Life, Accidental Death & Dismemberment Insurance
- Long-term Disability Insurance
- Short-term Disability Insurance
- Employee Assistance Program (EAP)
- Worldwide Travel Assistance (WTA)
- Flexible Spending Account
- Retirement Plan

Note

This job description in no way states or implies that these are the only duties to be performed by the employee. Employees will be required to follow any other job-related instructions and perform any other job-related duties requested by anyone authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

The company is an equal opportunity employer, a drug-free workplace, and complies with ADA regulations as applicable.