



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## OPEN POSITION ANNOUNCEMENT

**POSITION:** CFO/Vice President of Finance  
**LOCATION:** YMCA of Metropolitan Milwaukee  
Association Office (161 W. Wisconsin Avenue, Milwaukee, WI 53203)  
**REPORTS TO:** President/Chief Executive Officer  
**WAGE RANGE:** \$90,700-\$136,000 (commensurate with experience)

### **POSITION SUMMARY:**

Serving as a member of the President/Chief Executive Officer's (President/CEO) senior leadership team, the Chief Financial Officer/Vice President of Finance (CFO/VP Finance) shall be responsible for directing and administering the financial business operations of the Association. This position oversees accounting practices, maintenance of fiscal records, preparation of financial reports, tax returns and external audit; and ensures fiscal soundness and a system of strong internal controls in accordance with and alignment to the mission, strategic plan, goals and all policies and procedures of the YMCA of Metropolitan Milwaukee, Inc. (Milwaukee Y) and the YUSA.

### **POSITION DUTIES (including but not limited to):**

- Manages all financial functions of the Association, ensuring that legal and audit requirements are met and that best practices and maximum efficiency are obtained.
- Responsible for the establishment and implementation of sound financial practices and procedures.
- Monitors monthly financial operations, prepares analysis and reports, and works closely with, and provides guidance to executive and operating staff. Prepares specific recommendations and advises President/CEO on financial matters.
- Participates in the strategic plan and translates organizational goals into executable plans and operational tasks at the necessary levels by prioritizing activities, assigning responsibilities in accordance with capabilities, monitoring progress and evaluating impact.
- Oversees and certifies external audits, annual independent internal audit, regulatory reporting, the preparation of financial reporting and statements. Prepares the required audit schedules: maintains records; acts as liaison with audit team and assigned committees of the Board.
- Oversees, coordinates, prepares, and recommends the total Association budget to the President/CEO and provides guidance to staff leaders in the analysis and development of departmental budgets.
- Coordinates the analysis of financial data and prepares financial reports, statements and projections as required for compliance or as requested by the President/CEO.
- Oversees the operations of the accounting/finance, information systems and other assigned departments.

### **QUALIFICATIONS:**

- Bachelor's degree in Business, Finance or related field and at least eight (8) years of experience in accounting, financial management and staff supervision required. MBA, CPA or CMA preferred.
- Working knowledge of short and long term budgeting and forecasting; GAAP; financial and accounting reporting systems; cost control principles; and federal and state financial regulations required.
- Experience with not-for-profit accounting; grants administration and compliance; and public accounting preferred.
- Excellent and proven oral and written communication and interpersonal skills required.
- The ability to motivate others and work collaboratively in cross-functional teams.

### **BENEFITS:**

12% fully paid retirement plan, free membership and discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA.

**DEADLINE:** August 4, 2017  
**APPLY ONLINE:** <https://apply.ymcamke.org>

*The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility*

**Equal Opportunity Employer  
THE YMCA WELCOMES A  
DIVERSE WORKFORCE**