



Job Title: Vice President, Finance
Reports To: Chief Executive Officer
FLSA Status: Exempt
Department: Finance
Location: United States

About SHPE

SHPE (Society of Hispanic Professional Engineers) is a nonprofit organization serving and advancing Hispanics in STEM. With more than 13,000 student and professional members, SHPE's mission is to change lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development. To accomplish this, SHPE provides a variety of programming, services, resources, and events, including hosting the largest Hispanic STEM convention in the nation. For more information, visit <http://shpe.org>.

Mission

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development.

Vision

SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians, and engineers

Job Description

As a key member of the Senior Management Team, the Vice President of Finance will report to the Chief Executive Officer and assume a strategic role in the financial management of the Organization. The Vice President of Finance is responsible for developing the financial well-being of the organization by providing financial projections and accounting services; preparing growth plans, and ensuring SHPE's organizational assets are safeguarded by risk management initiatives. This position will have primary day-to-day responsibility for planning, implementing, managing and controlling all of SHPE's financial-related activities.

RESPONSIBILITIES

Organizational Strategy & Leadership

- Work with the Executive Leadership Team (CEO and COO/CoS) to clearly define and communicate strategic priorities and planning for annual goals.
- Accomplish finance human resource strategies by determining accountabilities; communicating and enforcing values, policies, and procedures; implementing recruitment, selection, orientation, training, coaching, counseling, disciplinary, and communication programs; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation strategies.



- Establish and maintain all banking relationships.
- Provide general business and financial advice to the Chief Executive Officer on the overall operations and financial condition of the organization.
- Provide technical support and direction to senior management staff to ensure compliance with government rules and regulations and grant/contract requirements.
- Serve as primary support staff contact to the Finance and Audit committees of the Board of Directors.
- Other related duties as assigned or as becomes evident

Financial Performance

- Work with the Executive Leadership Team to establish a financial plan for SPHE that achieves the organizations financial goals, including expenditures, revenue goals, and staff productivity goals.
- Develop finance organizational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives.
- Establish finance operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
- Make decisions to modify or adapt procedures to strengthen the overall financial control environment of the organization to meet different or changing circumstances.
- Prepare and present monthly, quarterly and annual financial reports that accurately reflect the financial position of the organization.
- Identify and present financial issues. Make recommendations on appropriate action for resolution.
- Other related duties as assigned or as becomes evident

Budgeting & Growth Plans

- Develop organization prospects by studying economic trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing organization operations; identifying opportunities for financial improvement, cost reduction, and systems enhancement; accumulating restricted and unrestricted fund expansion.
- Develop financial strategies by forecasting capital, facilities, and staff requirements; identifying monetary resources; developing action plans.
- Provide technical support in developing and preparing budgets, budget modifications and amendments and other supporting financial analyses and schedules required for ongoing grant/contracts and proposals for additional funding.



- Other related duties as assigned or as becomes evident

Accounting & Financial Audits

- Design and implement financial reporting systems.
- Ensure that accounting policies, procedures and controls comply with generally accepted accounting principles, government regulations and guidelines.
- Monitor financial performance by measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
- Report financial status by developing forecasts; reporting results; analyzing variances; developing improvements.
- Optimize utilization of the accounting software. Streamline financial and data tracking systems.
- Oversee and facilitate the annual audit.
- Act as a liaison with funding sources in resolving budget, financial and reporting issues.
- Other related duties as assigned or as becomes evident

Investment & Asset Management

- Develop and implement policies and procedures to ensure organization assets are safeguarded, including confidential data.
- Maximizes return on invested funds by identifying investment opportunities; maintaining relationships with the investment community.
- Other related duties as assigned or as becomes evident

DESIRED SKILLS & PERFORMANCE

- Believe in the Mission and Vision of SHPE
- Strong interpersonal communication skills (written and verbal)
- Strong planning and organizational skills
- Detail oriented
- Strategic thinking
- Action-oriented
- Ability to partner and build relationships with team members
- Practice utmost professionalism in multicultural setting
- Proactive
- Flexible
- Ability to work with variety of constituents such as corporate partners, board members and volunteers
- Ability to work collaboratively and independently
- Working knowledge of MS Office



MANDATORY JOB REQUIREMENTS & EXPERIENCE

- Bachelor's degree in accounting or related field
- CPA required
- JD is preferred
- Minimum of ten years of progressive financial accounting experience, including five years of supervisory experience.
- Financial accounting experience in a nonprofit organization or governmental entity is desirable.

PHYSICAL DEMANDS

- Ability to stand one third of the time
- Ability to lift 10lbs or less one third of the time
- Ability to walk one third of the time
- Ability to sit more than two thirds of the time
- Ability to talk and hear two thirds of the time

COMPENSATION AND BENEFITS

- Annual salary is commensurate with experience
- Benefits package includes medical, dental, vision, retirement plan, and vacation

SUBMISSION REQUIREMENTS

Interested candidates should submit the following items electronically to HR@shpe.org

- Resume
- Cover letter (with the subject Programs Manager)
- 3 professional references
- Salary requirements

Note: Submission deadline is revolving until filled. Candidates in the D.C. and surrounding area will be given first consideration.

EEO STATEMENT

It is the policy of SHPE not to discriminate against any individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity, gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws. SHPE is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SHPE promotes equal opportunities for all employees and applicants for employment. Further,



SHPE will fully comply with all applicable equal employment federal, state and local laws and regulations.

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