



Title: Vice President of Finance and Administration
Department: Administrative
Reports To: President and CEO
FLSA Status: Salaried / Exempt

Position Summary

The Vice President (VP) of Finance and Administration provides strategic, analytical and planning leadership for the financial and administrative functions of the PDP. The Vice President of Finance and Administration creates, implements and oversees the financial and administrative functions, policies and systems needed to support the operations of our high-performing team. More specifically, this includes the formulation and implementation of policies and procedures related to the management and oversight of:

- Accounting and budgeting
- Compliance
- Financial reporting and analysis
- Grants management
- Human Resource administration
- Risk Management
- Auditing functions and processes
- IT oversight and planning
- Bank relations
- Cash and investment management

Success in this position will require a genuine desire to be a part of a dynamic organization always poised and ready for change. Excellent communication skills with all levels of staff and board is essential if the individual is to serve as an effective leader within our organization.

The VP Finance and Administration will serve as part of the PDP Senior Management Team and will work closely with the President and CEO and the various Program Vice Presidents. The VP provides regular financial reporting and analysis to the PDP Board of Directors, its Finance Committee, Foundations and staff. The VP works to ensure that the organization's financial management practices and policies include the safeguarding of the financial health of the organization while creating and managing systems that help us meet the growing demands to support the economic health and vibrancy of the Golden Triangle.

PDP's current annual budget is approximately \$5.9 million, with an operating budget of approximately \$4.5 million, a program budget of approximately \$1.4 million and a fulltime staff of 15, plus multiple part time staff, seasonal staff, interns and a significant contracted staff. The organization has seen consistent growth over the last decade, the VP of Finance and Administration will be in charge of our internal operations, ensuring we are prepared and able to provide new ways to support the evolution of our region's most important neighborhood.

Essential Duties and Responsibilities

The organization continues to evolve our services and we are looking for an individual that is willing to take on new opportunities to make our organization more effective and our teams work more collaboratively. Specifically the individual:

- Provides organizational leadership as a member of organization's senior management team, interacting regularly with organization's Executive, Finance and Audit Committees.
- Prepares and analyzes the various PDP financial reports providing regular reports and updates to the board of directors and staff
- Administers the annual budgeting processes to reflect the policy direction of the Board of Directors and staff
- Manages and coordinates the annual audit process with the Audit Committee, internal staff, outside funders, consultants, and auditors.
- Maintains accountability, identifies, and manages the resources to ensure high quality performance between all staff and PDP.
- Prepares financial management reports as required by outside funders on behalf of the PDP and its projects.
- Manages project compliance with the PDP's operational and financial management policies and procedures, in accordance with legal requirements, governmental regulations, FASB and GAAP.
- Manages PDP staff and project compliance with PDP risk and contract management policies.
- Performs human resources functions including staff onboarding, payroll and benefits administration including annual benefits selections
- Serves as liaison to IT contractor facilitating the coordination of IT needs of the PDP as a whole and individual employees
- Ensures compliance with internal control mechanisms to ensure the effective and efficient financial management of the PDP.
- Ensures that the PDP meets all legal and other requirements associated with the operations of the Business Improvement District including ensuring that the billing and collection of revenues is done on a timely basis and that liens are placed on delinquent properties where appropriate.
- Serves as the main liaison with property owners regarding the BID, including BID payment confirmations as requested.
- Provides staff level support to the Audit Committee, Finance Committee, Executive Committee and Board of Directors.
- Manages two staff positions, the Office Manager/ Executive Assistant and a part-time bookkeeper.

To be successful in this role, you will need to demonstrate your ability to lead collaborative budgeting and administrative processes and while direct experience in the following is not required we are looking for someone that can assist us in determining the best option for the everchanging employee benefits programs, when we might consider a major office move or determine the best point of sale system for our retail storefront and special events. The successful candidate will be a critical thinker and a problem solver with excellent judgement. We work at a fast pace and need a detail-oriented person that is able to strategically prioritize projects while ensuring they advance. As we work to build a more diverse team and community, we are looking for someone with experience advancing work related to equity and inclusion.

Education, Experience and Skills Required

- BA degree in Accounting, Finance or equivalent (MA, and/or CPA preferred)
- 5-7 years of significant financial, management, and supervisory experience in non-profit and/or for-profit sectors.
- Managed fund accounting, grants and financial management systems involving revenues of over \$5 million per year.
- Proven leadership of people and business acumen.
- Comprehensive and expert knowledge of not-for-profit accounting, fund accounting, accounting for multiple restricted funds, endowment accounting, internal controls, FASB and GAAP and tax compliance issues related to nonprofit organizations and retail point of sale systems.
- Experience in a senior financial management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies
- Demonstrated ability to interpret economic conditions and anticipate their impact on the organization.
- Proven ability to be a member of a team, working collaboratively in support of the mission of the organization
- Effective communicator with demonstrated active listening skills and clear verbal and written communication skills
- Strong capabilities related to financial analysis, budget management and modeling skills
- Proficient in MS Word, Excel, PowerPoint and QuickBooks
- Commitment to excellence
- Excellent negotiator and strategic leader, utilizing inclusive and results driven principles and practices
- Tolerance for and ability to manage risk
- Versatility, flexibility, and a willingness to work within constantly changing priorities in a dynamic workplace

Compensation

The PDP offers a competitive salary and a comprehensive benefits package. The salary range for this position is \$100,000 - \$110,000. The PDP compensation includes health insurance, Health Savings Accounts, 401k, life insurance, and short and long-term disability.

Inquiries

Please send resume, cover letter and salary requirements to the resumes@downtownpittsburgh.com , subject titled: Vice President of Finance and Administration Opening

About the Organization:

Downtown Pittsburgh is essential to the region—the metropolitan heartbeat where business, culture, and entertainment intersect. Formed by Downtown businesses, professionals, civic organizations, foundations, and residents, the PDP develops and implements innovative programs and initiatives to enhance the Downtown neighborhood. We also promote and market this great urban center to millions of people as the region’s premier destination to do business, to call home, or to visit for the best in shopping, dining, and entertainment. The PDP also stands as staunch advocates for all those who make Downtown part of their lives—from businesses to workers to residents.

The Pittsburgh Downtown Partnership is an Equal Opportunity Employer