



**Position Summary**  
**Vice President of Finance & Administration**

The Cancer Support Community (CSC), the largest international nonprofit provider of social and emotional support for people affected by cancer, is seeking a Vice President of Finance & Administration to serve as key member of CSC's leadership team and oversee the organization's operations under the direction of the Chief Executive Officer.

The Vice President of Finance & Administration will lead a team of operations, human resources, and finance professionals. She/he will have primary responsibility for ensuring that CSC staff have the necessary resources conducive to a productive and highly rewarding work environment. Specific responsibilities include managing finances, investments, and audit procedures; supporting state-of-the-art human resource functions to foster recruitment and retention of high-quality staff; supporting the smooth operations of the activities of the CSC Board of Directors; managing the organization's technology infrastructure; and ensuring the organization's compliance with all applicable laws and regulations.

The individual selected for this role will be a self-starter and will have served in a leadership capacity in a non-profit or for-profit organization.

**MAJOR DUTIES AND RESPONSIBILITIES**

- Manage all finance, administration, and technology staff, including working with staff to develop goals and objectives and conducting employee performance evaluations
- Oversee the development and maintenance of physical and organizational infrastructure, including information technology, local area networks and preservation of data resources
- Manage the financial management of the organization including budgeting, auditing, accounting, investments, and grants management
- Oversee administrative and employment policies and procedures, ensuring that all activities conform to jurisdictional regulations and to organizational standard operating procedures, including annual review of employee benefits, annual performance reviews, vendor and customer management, and development of handbooks and manuals for designated constituencies
- Oversee contracts and leases
- Support the Board of Directors, including generating relevant reports for Board committees and officers, and ensuring that appropriate preparations are made for all Board and committee meetings

## **QUALIFICATIONS AND REQUIREMENTS**

A BA/BS degree in business, accounting, or finance, or a related field, is required. An advanced degree is preferred, as is certification in human resources management.

Individual must possess a minimum of seven to ten years of professional experience. Must demonstrate experience managing staff. Experience in nonprofit finance and administration is preferred. She/he must be familiar with accounting systems, such as QuickBooks, and payroll management systems, such as Paychex and be familiar with the health insurance market and new federal requirements affecting nonprofit corporations. The successful candidate will have the ability to balance competing priorities, complex situations and tight deadlines.

## **TO APPLY**

Interested parties should submit a cover letter, salary requirements and a resume to Susan Viana at [sviana@cancersupportcommunity.org](mailto:sviana@cancersupportcommunity.org) by July 24, 2015. No calls please.