

Michigan Fitness Foundation Position Description

- POSITION:** Vice President of Finance
- FTE:** 1.0 (80 hours per two week pay period)
- DESCRIPTION:** Executive level position reporting directly to the president/CEO. Successful candidate will possess operational experience and a proven track record of creative problem-solving and change management in a mission-driven organization experiencing rapid growth with a minimum of 5 years experience in the non-profit sector. Role includes serving on executive team with responsibility for the Michigan Fitness Foundation's financial strategy including financial planning, budget management, compliance with regulatory requirements and developing and implementing policies and procedures to assure adherence to generally accepted accounting principles. Experience with federal grants preferred.
- EDUCATION:** Business or accounting degree required. Certified Public Accountant required. MBA or master's degree in finance or public administration preferred.

Core responsibilities:

- Direct and coordinate financial planning and budget management
- Monitor and analyze monthly operating results in comparison to budget
- Oversee day-to-day operations of the accounting department
- Prepare all financial reports including monthly reports and financial forecasts
- Provide analysis as needed for decision making
- Supervise and maintain relationship with banking partners
- Work with legal firm as needed on topics related to financial aspects
- Comply with all local, state and federal budgetary reporting requirements
- Monitor inventory system to assure accuracy
- Work with staff on financial aspects of federal grant programs including match requirements and federal grant guidelines
- Monitor and continually improve administrative and operational accounting services such as 401k retirement plan, grants payment processing, payroll, accounts payable and purchasing
- Direct transition to a new accounting system (Great Plains)
- Provide all reports as required by various grants related to the work of the Foundation
- Oversee annual audit and provide recommendations for procedural improvements
- Work with executive staff to develop and monitor long-term financial planning
- Serve on internal committees as needed
- Supervise accounting staff (currently 2 ftes)

The successful candidate will possess:

- Visionary talent including excellent conceptual, analytical, and critical thinking skills with the ability to absorb the broader meaning and context of the Foundation's work in relation to its mission and the program area
- Strong sense of authenticity and integrity, respect for diversity and high ethical standards
- Healthy sense of humor and high energy

- Ability to represent the Foundation externally to government agencies, auditors and the general public
- Capacity to work effectively in an organizational culture which highly values relationships and the ability to work collaboratively, emphasizing inclusiveness and flexibility
- Effective managerial skills
- An entrepreneurial spirit
- A results-oriented mindset and detail-oriented workstyle
- Strong writing and oral communication skills
- Ability to manage multiple tasks simultaneously
- Computer software skills (Great Plains, MS Office—Word, Excel and/or Access, PowerPoint)
- Passion for the mission of the Michigan Fitness Foundation

Salary: Commensurate with experience

Instructions

Please send your response by July 30, 2010 to:

Michigan Fitness Foundation
Attn: Marilyn Lieber, President and CEO
P.O. Box 27187
Lansing, MI 48909
Or by email at mlieber@michiganfitness.org

No phone calls please.

The Michigan Fitness Foundation was established in 1994 as a non profit public charity foundation to expedite the Governor's Council on Physical Fitness, Health and Sports' policies and programs and provide a broader funding base for its initiatives. The Governor's Council envisions a physically educated population with the knowledge and skills to enjoy a healthy, vigorous and safe lifestyle in communities designed to support physical activity.