



21 Park Avenue
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VICE PRESIDENT OF FINANCE & OPERATIONS SALARY RANGE: 100K – 130K

Since 1982, Greyston has provided individuals in Southwest Yonkers, NY with employment, training, and resources to lift themselves out of poverty. Greyston's internationally recognized, world-class bakery provides jobs to individuals who often are excluded from the mainstream workforce, and our wraparound community programs help individuals maintain employment and begin ascending the economic ladder. Rather than investing in the exclusion of applicants, Greyston invests in an inclusive model that ensures everyone willing to work has a fair chance to obtain and keep a job, regardless of his or her past. For more information, visit greyston.org.

As a member of the executive team, the Vice President of Finance & Operations will provide leadership, management, and vision to the company and ensure that appropriate operation controls, administrative and reporting procedures, people and systems are in place for effective performance.

CORE COMPONENTS/REQUIREMENTS:

Overseeing Finance, Information Technology, and Facilities, and play a critical role in delivering sustained growth of Greyston as the leader in Open Hiring®.

- Review and improve operating efficiencies by revising and tracking standardized organization-wide operating policies, processes, procedures, organizational controls, and systems. This includes, but is not limited to, metrics, financial management systems, and resources allocation processes.
- Lead Information Technology department and Impact Measurement Systems to support effective information flow across departments.
- Lead capital planning and process improvements at Greyston Bakery.
- Regularly evaluate talent and capabilities of staff to ensure that resources and development tools are enhancing performance at all levels.
- Lead monthly Operational Review meetings.

Providing overall financial leadership to enhance financial sustainability and liquidity.

- Oversee day-to-day Accounting and Treasury functions in accordance with GAAP and applicable regulations to ensure accurate reporting of financial information and timely payment/receipt of expenses and revenues.
- Monitor cash daily to assure liquidity.
- Communicate and present critical financial matters at board and executive committee meetings.

- Review, negotiate, and execute financial terms of all major agreements, including those associated with financing, grants, insurance, union, benefits, suppliers, vendors, and customers. Ensure compliance with all existing agreements.
- Make capital allocation recommendations to CEO and the board.
- Approve payroll and major expenditures while assessing overall financial condition.
- Oversee and approve the annual audits, 990s and tax returns for all entities. Liaise with auditors and tax preparers.
- Partner with Development to ensure strong accounting practices with regard to grant writing, management, and cost allocations.
- Oversee and act as co-fiduciary for the 401(k) plan through ADP Totalsource Retirement Savings Plan.
- Establish, maintain, and enforce internal controls, fiscal policies, and procedures.
- Provide recommendations and execute on strategies to enhance financial performance and build operating reserves. Provide executive management with advice on the financial implications of business activities.

Collaborating with CEO on developing business strategies to advance the mission of the organization.

- Contribute financial analysis and recommendations to aid the CEO in strategy development.
- Establish long-term economic objectives, policies, budgets, and KPIs for all future initiatives.
- Develop financial strategies by forecasting capital, facilities, and staff requirements; identify monetary resources, create action plans and control risk.
- Achieve or exceed revenue, funding, and profit targets.
- Identify and structure new impact investing mechanisms to provide financing to support the growth and expansion of Greyston's mission, and to support fundraising.

Assuring timely and accurate financial, management, and board reporting; and developing, maintaining, and monitoring financial and mission-related KPIs.

- Develop and ensure timely provision of financial, management, and board reports.
- Assist in the development of, monitor, and report on KPIs for the organization. Identify areas not meeting standards for program leadership and CEO, and execute strategies to improve results.
- Provide timely and accurate financial information as required by funders, lenders, and other stakeholders including grant claims and reporting.

Directing annual budget process; and preparing and maintaining financial projections to meet both the current and future strategic needs of organization.

- Maintain cash flow projections, and institute strategies and financing plans to ensure adequate funding of operations.
- Direct the annual budgeting process, assuring that the plan is available for approval by the foundation and bakery boards in a timely manner and meets the strategic needs of the organization.
- Guide and assist staff in preparing, monitoring, and evaluating budgets and projections for programs, grants, and contracts. Monitor budget performance and interpret variances.
- Develop intercompany allocation models.
- Maintain long-term budget forecasts, anticipating capital, investment, and cost savings opportunities.
- Direct the organization's operations to meet budgetary goals, including expenses and program and project costs, through monthly, quarterly, and annual goal management.
- Assist CEO in the redevelopment of real estate assets.

Assessing and managing business and other organizational risks, and assuring the organization is appropriately and continuously insured against loss.

- Recognize human capital, tax, insurance, and legal issues impacting finances and financial decision-making, and advise on mitigations.
- Assist in the review of significant contracts to assure conformance with strategy, financial risk, financial impact, and risk management.
- Assure that the organization is in compliance with government and contractual regulations regarding fiscal and administrative issues. Interface with regulatory authorities and contractual partners.

Ensuring Information Technology systems are adequate to support the needs and growth of the organization.

- Manage the director of Information Technology to ensure effective maintenance and resiliency plans of current IT systems.
- Strategically plan future IT strategy, including key investment areas, to support future needs of the organization.
- Upgrade systems and process performance as needed.

Building staff capacity to implement the strategic plan and address interdependencies between departments.

- Lead the definition, execution, and continual refinement of organizational goals to ensure that Greyston's annual operational and financial objectives are achieved, and strategic plans are implemented.
- Establish, effectively communicate, and monitor specific and measurable individual and departmental performance metrics.

- In partnership with the CEO, lead the executive team in regular, productive meetings to track the progress of each department and individual leaders towards monthly, quarterly, annual, and long-term goals.
- Develop and utilize financial models and program cost assessments to properly evaluate resource allocations across programs, bakery, and operations and to accurately forecast programs and projects.
- Plan, coordinate, and oversee development and execution of the annual budgeting process.
- Prepare timely, accurate financial and management reports and assessments for the CEO and board chair.
- Actively develop, engage, evaluate, maintain, and report on strategic partnerships in support of the CEO.

SKILLS/KNOWLEDGE:

- Commitment to Greyston's core values, mission, and programs with an approach consistent with the foundation's guiding principles, and holding self to the highest ethical standards.
- Exceptional financial experience and leadership skills.
- Advanced proficiency in Microsoft Office Suite, including Excel.
- Willingness to actively support the Greyston's mission of Open Hiring®.
- Results-oriented with the ability to find the right balance between the operational pressures, the organization's mission, and various stakeholders.
- Superior ability to translate strategy into day-to-day planning.
- Interpersonal, communications, negotiation, and influencing expertise to engage staff, management, board of directors, and a wide range of strategic partners, community program leaders, and funding partners.
- Ability to simplify complex problems, work efficiently with others, and navigate political landscapes.
- Strong executional and project management skills with a proven record of meeting deadlines and commitments.
- Motivated self-starter with an entrepreneurial mindset and capability to construct new and innovative solutions for complex, varied problems.
- Strong influence and collaboration skills -- a true team player.
- Experience in creating program budgets and delivering on measurable outcomes.
- Exceptional problem-solving and analytical skills.
- Proven verbal, written, and presentation skills, i.e., clear, succinct, and compelling writing style, and excellent organizational skills.
- Ability to lead while being part of an integrated team, including developing talent and fostering high levels of performance, and guiding teams through complex and/or ambiguous tasks.
- Extensive experience in developing, managing, and recruiting direct reports, and improving their productivity and capabilities.
- Proven track record of working under pressure, meeting deadlines, and functioning within a dynamic and challenging environment.

- Ability to be independent, and work effectively and sensitively across barriers, such as language and culture. Consistently display a willingness to listen, collaborate, and foster trust and innovation.
- Confident decision maker who combines analysis, wisdom, experience, and judgment with a focus on learning and sharing knowledge, and evaluating and achieving objectives across functions.
- Ability to translate information efficiently to create positive, measurable outcomes and impacts.
- Decisive, proactive, engaging, and thoughtful.

EXPERIENCE:

- At least 10+ years of experience in operations management with over six years of experience in an executive position, such as a director of operations, director of programs, vice president, vice president of finance and administration, COO or executive director, with strong financial experience.
- Proven track record of leading an organization (preferably nonprofit) or significant department in implementing a strategic plan and managing a significant number of direct reports.
- Experience in high growth, complex organizations.
- Experience in budgeting, forecasting, financial modeling, resource planning, and financial management.
- Advanced proficiency Microsoft Office Suite, including Excel.
- Experience with Salesforce a plus.

Greyston is committed to creating equitable employment opportunities for all individuals. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

BENEFITS:

We offer a competitive salary and excellent benefits package, including medical, vision, prescription, dental insurance, company paid life insurance, long-term disability, flex spending, generous paid time off, a 401k, and an employee assistance program.

EEO STATEMENT:

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HOW TO APPLY:

If your background and qualifications match the Vice President of Finance & Operations role, and you are passionate about Greyston's social justice mission, we would love to hear from you. Kindly send your resume and cover letter, including salary requirements, to jobs@greyston.org.