



Job Posting

Vice President of Finance
Salary Range: \$55,000 - \$65,000

Individuals interested in this position should email their resume to melc@211tampabay.org.

2-1-1 Tampa Bay Cares, Inc. Overview

211 Tampa Bay Cares, Inc. (211TBC) is a 501(3)c nonprofit organization located in Clearwater, Florida whose mission is “Creating Connections Through the Power of Information, Innovation, and Hope.” For almost 50 years, 211 TBC has been serving Pinellas County residents, free of charge, 24 hours a day, 7 days a week, 365 days a year for individuals and families who have lost hope, don’t know where to turn for help, or believe they can’t continue living another day. Last year 211, responded to over 108,000 calls. In addition to our 24/7 helpline services, 211 also provides direct client financial assistance to individuals and families who are needing help paying rent and/or utilities. 211 TBC’s FY17 annual expenses were \$3.5 million. To learn more about 211 TBC, visit www.211tampabay.org.

Position Summary

The Vice President (VP) of Finance will be a strategic partner, and report to the President/CEO. Reporting to and partnering with the President/CEO, the VP of Finance will oversee 211 TBC's financial activities while also being an active participant in and driver of, 211 TBC's overall strategy. This individual will lead all financial administration and budgeting for 211 TBC. As a member of the senior leadership team, the VP of Finance will work closely with the President/CEO as well as a motivated and engaged Finance and Audit Committee of the Board of Directors. The VP of Finance provides supervision to 2 full time employees related to 211’s direct client financial assistance programs. The VP of Finance will also interact and correspond with 211 TBC’s various current and future funding entities, and demonstrate strong communication and interpersonal skills with these entities.

Qualifications/Requirements

- Bachelor’s degree
- Excellent customer service and people skills
- Experience in financial management, preferably in the nonprofit or government sectors
- Proficiency in Quickbooks and MS Excel.
- Solid written and verbal communication skills
- Solid understanding of accounting processes and procedures.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies
- Proven effectiveness leading professionals
- Technologically savvy
- Flexible and a self-starter; ability to multitask while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and a commitment to 211 TBC’s mission.
- Pass a Level II Background Check and have a valid State of Florida Driver’s License

Hours: Regular business hours: Monday-Friday 8:30 am - 5 pm

5/31/2018