



Department: Government Affairs
Position Title: VP, Finance
Reports To: President & CEO
Exempt/Non-Exempt: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt (OT Eligible)

Position Summary:

The VP, Finance plays a critical leadership role in ensuring financial health and fiscal responsibility for the Chamber. This position oversees all financial functions, manages the accounting team, and collaborates with department heads to advance the Chamber’s mission and goals. The VP, Finance ensures compliance with financial and tax regulations, and provides strategic insights to guide decision-making. This position reports to the President & CEO.

Essential Duties and Responsibilities:

- **Financial Planning and Oversight**
 - Manage all aspects of accounting operations, including general ledger, accounts payable/receivable, payroll and reconciliations.
 - Prepare and present timely financial statements, budget reports and forecasts to the CEO, Board of Directors and Finance & Audit Committee.
 - Act as primary liaison to the Board Treasurer and Finance & Audit Committee.
 - Lead and implement the annual budgeting and forecast processes across all departments.
 - Ensure compliance with all required tax filings, U.S. Generally Accepted Accounting Principles (GAAP) and relevant non-profit financial reporting standards.
- **Team Leadership**
 - Supervise and develop the accounting team, fostering a collaborative and high-performance culture.
 - Lead efforts to modernize and seek efficiencies within the accounting functions.
 - Establish clear goals, provide coaching and conduct performance evaluations.
- **Cross-Departmental Collaboration**
 - Work closely with all departments as well as the Chamber’s affiliate organizations to align financial planning with program goals.
 - Provide financial analysis and recommendations to support strategic initiatives.
- **Audit & Tax Compliance**
 - Coordinate annual audits and serve as the primary liaison with external CPA firm.
 - Maintain and improve internal controls, financial policies and procedures.
 - Coordinate completion of required tax filings with external CPA firm, ensuring all required filings are completed by applicable deadlines.

Non-Essential Duties/Responsibilities:

Other duties/projects as assigned and as necessary by the President & CEO.

Job Requirements:

- Bachelor's degree in Accounting, Finance or related field (CPA preferred).
- Eight-plus years of progressive accounting experience, including non-profit financial management.
- Strong understanding of fund accounting, grant compliance and donor reporting.
- Proficiency in Sage Intacct accounting software and Microsoft Excel.
- Excellent communication and interpersonal skills.
- Experience working with a Board of Directors and cross-functional teams.
- Familiarity with membership-based organizations (preferred).
- Ability to thrive in a dynamic, fast-paced, mission-driven environment.

Direct Reports:

Incumbent has direct reports and therefore has supervisory responsibilities.

Personal Work Relationships:

Ability to work well with others and within a team – both externally and internally. Position requires the ability to work with all other aspects of the Indiana Chamber.

Physical Effort:

Office environment, standing, sitting, walking, lifting between 10-25 lbs., speaking, hearing and manual dexterity.