

**Vice President of Finance  
Partnership for a Healthier America  
Washington, DC**

The Partnership for a Healthier America (PHA) is a non-partisan nonprofit that is devoted to working with the private sector to make the healthy choice the easy choice for kids and families. Former First Lady Michelle Obama serves as PHA's Honorary Chair and former Senate Majority Leader Bill Frist and Senator Cory Booker serve as Honorary Vice Chairs.

**Position Description**

Reporting to the President & CEO, the Vice President of Finance will lead all financial administration, business planning, and budgeting activities. S/he will work with the CEO to set PHA's financial policy and direction while also being an active participant in the organization's overall strategy. S/he will serve as the primary liaison to the finance and audit committee of the board of directors and will oversee PHA's finance staff.

Specifically, this position will:

*Finance*

- Work with the CEO to develop financial strategies and activities.
- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee cash, investment, and asset management and secure banking relationships.

*Planning and Policy*

- Coordinate the development and monitoring of annual budgets.
- Develop regular, timely financial business plans and forecasts for senior leadership.
- Engage the finance and audit committee of the board of directors to develop short-, medium-, and long-term financial plans and projections.
- Prepare budgets for government, foundation, or corporate grant proposals, track funding by grant type, and support grant reporting.
- Remain up-to-date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

*Accounting and Administration*

- Oversee the accounting department to ensure proper maintenance of all accounting systems and functions; supervise PHA's finance staff.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and PHA's board of directors; oversee the preparation and communication of monthly and annual financial statements.
- Coordinate audits and proper filing of tax returns.

- Ensure legal and regulatory compliance regarding all financial functions.

**Qualifications and Education**

- At least six to eight years of broad financial experience that includes, but is not limited to budgeting and financial analysis.
- At least two years of experience in a senior-level finance position preferred.
- A minimum of a BS; a CPA and/or MBA would be a plus.
- Experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- A track record in grants management as it relates to compliance and reporting of government (federal, state, and local), corporate, and foundation grants.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent communication and organization skills.
- Strong analytical and abstract reasoning skills; ability to convey complex concepts effectively.
- Highest levels of integrity, ethics and honesty.
- Self-motivated.
- A team player that has the ability to interface with all levels of staff and volunteers.
- Ability to work and make judgments independently and take initiative.

To apply for this position, please send a resume, cover letter and salary history/requirements to [jobs@ahealthieramerica.org](mailto:jobs@ahealthieramerica.org) with "Vice President of Finance" in the title.

We regret we can only contact selected applicants. PHA offers competitive compensation and benefits. Equal Opportunity Employer.