



**CENTER FOR FAMILY SERVICES
OF PALM BEACH COUNTY, INC.**

4101 Parker Ave | West Palm Beach, FL 33405
561.616.1222 | ctrfam.org

Vice-President of Finance

Location: West Palm Beach, FL

Salary Range: \$105,000 – \$112,500 Classification: Exempt

About the Role

The Center for Family Services is seeking a strategic and hands-on Vice-President of Finance to lead our fiscal and administrative operations. Reporting directly to the Chief Executive Officer, you will serve as a key member of the executive leadership team, ensuring the financial health and operational integrity of the agency.

In this role, you will oversee day-to-day fiscal functions, as well as aspects of risk management, human resources, information technology, asset management, and support functions. You will also step in to manage administrative operations in the absence of the CEO, making this a critical position for agency continuity. Experience in a nonprofit setting is highly preferred.

Key Responsibilities

- ✓ Financial Strategy & Budgeting: Collaborate with the CEO and program supervisors to develop the annual agency budget and provide variance analysis to the Board.
- ✓ Fiscal Oversight: Manage the full monthly and yearly accounting cycle, monitor cash flow/investments, and oversee donor-restricted gifts.
- ✓ Team Leadership: Supervise and develop accounting staff, fostering a culture of efficiency and professional growth.
- ✓ Risk & Compliance: Serve as the primary contact for external audits, ensure compliance with regulatory guidelines, and manage agency insurance policies.
- ✓ Operational Support: Negotiate vendor contracts, oversee personnel policy adherence (HR), and assist the executive team with grant and government proposals.
- ✓ Board Engagement: Prepare and present monthly financial reports to the Board of Directors and participate in strategic sub-committees.

Qualifications

- ✓ Education: A degree in Accounting and/or Finance from an accredited institution.



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- ✓ Experience: A minimum of five (5) years of post-college experience in accounting and finance, preferably in the nonprofit realm.
- ✓ Leadership: Proven experience in a supervisory role with the ability to lead and develop a team.
- ✓ Technical Skills: Intermediate-level proficiency with Microsoft Office (Excel, Word, etc.).
- ✓ Soft Skills: Strong analytical abilities, excellent time management, and the ability to work cooperatively with diverse staff, volunteers, and funders.

Physical Requirements & Environment

- ✓ Tasks are primarily sedentary but may involve light physical effort, including lifting up to 25 pounds.
- ✓ Extended periods at a workstation/keyboard are required.
- ✓ The work environment is typically quiet to moderate in noise.

Equal Opportunity Employer: The Center for Family Services does not discriminate on the basis of race, color, religion, gender identity, sexual orientation, national origin, age, disability, or any other characteristic protected by law. We are committed to cultural sensitivity and providing reasonable accommodations for individuals with disabilities.

In this role, you will work with multi-cultural individuals and groups in achieving the Center for Family Services missions and objectives.