

**Vermont Housing and Conservation Board**  
58 East State Street, Montpelier, Vermont 05602  
Telephone: 802-828-3250 [www.vhcb.org](http://www.vhcb.org)

**Finance Director**  
Full-time, Exempt Position  
Job Description

**Reports to:** Chief Financial Officer

The Vermont Housing & Conservation Board (VHCB) is an innovative funding agency established in 1987 with the purpose of improving the quality of life for Vermonters by implementing the dual goals of creating affordable housing for Vermonters, and conserving and protecting Vermont's agricultural land, forestland, important natural areas, recreational lands, and historic properties.

VHCB administers a variety of programs and funding sources, including a portion of the State Property Transfer Tax, and a variety of federal sources. VHCB works closely with not-for-profit partners throughout Vermont, in order to fund affordable housing and conservation projects, and also runs several programs that contribute to the success of its mission such as the Healthy & Lead Safe Homes Program, a statewide AmeriCorps program, and the Farm & Forest Viability Program. VHCB's financial team supports the wide breadth of activities of the Board, and is instrumental in designing and implementing systems that provide an appropriate balance of accountability, compliance and flexibility in carrying out the mission.

**Responsibilities:**

The Finance Director works collaboratively with management and program staff, and is heavily involved in ensuring the financial and administrative compliance of funding sources. The Director supervises the financial operations and the finance team and leads the budget and audit processes.

The Finance Director:

1. Communicates and works closely with the CFO. The two positions are in regular communication for discussion and advisement regarding funding, budgeting, financial performance, financial and administrative compliance, and other topics critical to VHCB;
2. Oversees the daily financial operations of VHCB, supervising the work of the Finance Team, and ensuring timely, accurate reporting of multi-fund internal financial statements; manages supporting financial systems for integrity;
3. Works with the CFO to identify and assess financial and other risk. Designs, modifies, and implements systems to address risk, and ensure internal controls for the organization are adequate and are followed; liaison for business insurance products;
4. Leads the annual budget development process, working closely with the CFO and program staff to consider and plan for organizational, and program needs; runs interim projections as needed and provides regular analysis of financial performance to inform Management and to ensure grant compliance;
5. Leads the annual audit process, coordinating with VHCB's audit firm to ensure a smooth efficient process and produces draft financial statements and schedules for the audit reports.
6. Work with VHCB Human Resource Director in identifying, managing, and delegating the roles of the Finance Team as it supports particular HR functions such as payroll processing, reporting, and various other benefit management and compliance needs. The two Directors work closely throughout the annual budget process and in working with Programmatic staffing needs.
7. Plays a regular role in the administration of the federal and non-federal programs that VHCB administers, participating in the budget development, supporting the application process, recommending the stand up of systems and accounting structure for new grants, reviewing and ensuring the timeliness of financial reports/billings prepared by Finance Team, and works with Program staff to ensure the adequate completion of grant close-out process. The FD needs to be well versed in the federal

administrative requirements, and work closely with Program Managers to ensure all relevant financial and administrative compliance requirements have been identified and systems are in place to ensure compliance;

8. Ensures that program managers have the financial information they need in order to effectively manage their programs. Meet (or delegate) regularly with program staff directors to review performance against grant and program budgets;
9. Oversees the management of VHCB's significant Loan portfolio by working with the Finance and Legal teams to ensure proper recording of loan activity within VHCB's loan portfolio database, compliance of restricted funds, reporting, projections and estimates impacting financial reporting and responding to third party auditor confirmations;
10. Oversees all cash management at VHCB externally and internally within funds. Serves as the liaison with Financial Operations at the State of Vermont and VHCB's local bank, facilitates proper security credentials for Finance Team's use of the State's Vision system and operating account; opens annual Appropriations;
11. Participates in the management of VHCB project awards database system, including setting appropriate security levels, executing and/or approving non-routine transactions, and supporting the financial function within the database and reporting;
12. Works with program staff to ensure grantee financial monitoring systems are in place and occurring.
13. Supervises members of the Finance Team.

**Skills & qualifications shall include:**

- a business degree and a minimum of seven years' experience in a combination of financial management of non-profit and/or government entities, auditing, and federal grants management;
- CPA license or equivalent;
- proficient knowledge of governmental fund accounting and GAAP;
- extensive experience in the financial management and administration of federal funds; familiarity with the Uniform Administrative Guidance;
- experience with cost allocation and indirect rate development
- three years' experience in the coaching, mentoring, and supervision of staff
- strong analytic skills, stellar attention to detail and concern for accuracy;
- excellent communication skills, verbal and written, in a variety of settings, with both financial and non-financial audiences;
- good organizational and time management skills; demonstrated ability to function well as part of team during cyclical periods of high demand to both support and provide oversight;
- high comfort level with technology, advanced use of Excel, various accounting software packages, pdf and word processing software. Experience with databases and document management systems helpful;
- demonstration of a curious nature, creative and energetic personality, and a commitment to the VHCB mission.

**Salary & Benefits -**

This is a full-time (40 hr/wk) position with a starting salary range of \$95,000 to \$99,500, depending upon experience. Excellent comprehensive benefit package included. Position will be located at the VHCB office in Montpelier, VT. Some remote work may be possible. VHCB is an Equal Opportunity Employer.

To apply send **letter of interest and resume** to the attention of: [jobs@vhcb.org](mailto:jobs@vhcb.org).