Vice President of Finance and Administration

Job Summary

The Vice President of Finance and Administration (VPFA) is a full-time (40 hours per week) position that serves as the principal leader of all accounting, financial management, real estate asset management, human resources, and IT functions. The VPFA either directs or oversees relationships with several key vendors, including the Property Management Firm, Auditor, Bankers, Payroll Service, 403b Plan Administrator, Health Insurance Broker, Business Insurance Broker, IT Consultant, and HR Consultant.

The Vice President of Finance and Administration reports to the Chief Executive Officer. This position supervises an HR and Training Generalist and a Staff Accountant. The VPFA serves on the Bridge Leadership Team (BLT) and collaborates with all members of the BLT. The VPFA is the primary liaison with several board committees including Finance, Property and Grounds, Audit, and People & Development.

This position is a hybrid work schedule with an office at our headquarters in Glen Ellyn; this position is expected to be in the office 4 days per week with occasional evening and weekend work requirements.

Agency Background

Founded in 1988, Bridge Communities (Bridge) is DuPage County's largest provider of transitional housing and supportive services for families facing homelessness. At present, Bridge owns and operates twenty-six apartment buildings in 7 DuPage villages, with 160 total apartments. Bridge serves over 100 families facing homelessness annually, with Program staff providing intake and referral, case management, employment coaching, children's services, family wellness programming, donated vehicles, oversight of volunteer mentors, and more in a two-generation model working to break the cycle of poverty for each family unit.

Bridge has a unique business model with faith-based and community-based organizations providing both financial support and volunteer mentors for families. Bridge values collaborations with community-based service agencies, businesses, and schools to provide holistic support to families with warm reception. A strong fundraising team that has created diverse funding streams and high donor retention. In Fiscal Year 2026, Bridge had a $7 million operating budget, $22 million in net assets, with $8 million endowment and 31 employees.

Responsibilities

Accounting and Finance: 60%

- Holds Bridge Leadership Team accountable for their budgets and assists them in understanding financial reports and the financial implications of their decisions.
- Supervises and oversees all work of the Staff Accountant, who has primary responsibility for all accounts payable, cash receipts, transaction coding, account reconciliations, and monthly Program Partner billing. Reviews and approves the Staff Accountant's reconciliations and journal entries each month.
- Leads the preparation of the annual operating budget and prepares a budget package for various Committees and Board Approval. Holds responsibility for developing budgets for earned revenue,

administrative expenses, property costs, and capital expenditures. Works in collaboration with Vice President of Program Housing, Senior Vice President of Program Services, and Vice President of Resource Development to build contributed revenue and expenses, and program related revenue and expenses.

- Using MIP accounting software, prepares and posts all non-routine and adjusting journal entries, including accruals, depreciation, restricted asset and endowment entries, releases from restriction, and audit adjustments.
- Manages fixed assets, including maintaining the fixed asset register, applying the capitalization policy, recording additions and disposals, and calculating and posting depreciation.
- Prepares month-end and year-end accrual adjustments for expenses, revenue, and prepaid items so that financial statements are reported on a full accrual basis.
- Performs the monthly balance sheet reconciliation, confirming that every balance sheet account agrees to supporting detail, and reviews the account reconciliations prepared by the Staff Accountant.
- Tracks and logs all restricted assets, including donor-restricted gifts, grant restrictions, and endowment funds. Records monthly endowment investment valuations, gifts, and distributions, processes quarterly endowment transfers, and records releases from restriction.
  6Reconciles payroll each pay period and at month-end, agreeing Payroll Service reports to the general ledger and reconciling payroll liability and benefit accounts, in coordination with the HR and Training Generalist.
- Prepares and issues monthly financial statements and board financial package complete with income statement, balance sheet, and variance-from-budget commentary.
- Prepare monthly cash flow forecasts to ensure that bank accounts have sufficient balances to operate, including the Property Management account and investment of cash reserves.
- Primary responsibility for preparing for the annual audit and completion of 990, completing account analyses and all requests for information. Serves as the primary liaison with the Audit firm.
- Manage relationships with all banking partners. Leads process with principal lender for renewal of credit lines and mortgage debt.
- Leads budgeting and oversight of all building expenses, including property management and maintenance expenses, utilities, property insurance, property taxes, any rental expenses and all capital improvement expenditures averaging around $600K per year. Collaborates with CEO, Portfolio Manager and Property Management Firm on asset management.
- Directs strategy for real estate asset management, housing portfolio data and planning for growth of housing portfolio in partnership with CEO and Property and Grounds Committee.

Human Resources: 15%

- Holds ultimate accountability for human resources function, directing the HR and Training Generalist, who manages day-to-day activities, including payroll, employee relations, and performance evaluation processes.
- Collaborates with the CEO and BLT to set framework and standards for annual performance evaluations. Advises BLT members on significant performance concerns. Seeks legal and HR counsel as needed.
- Leads annual salary planning with the CEO and BLT.
- Directs the HR and Training Generalist in carrying out the Learning and Development Strategy.
- Participates in the Employee Engagement and L&D Advisory Committees as requested by the HR and Training Generalist, and partners with the BLT on resulting action plans.

Administrative Leadership: 15%

- Establish a work culture that recognizes and celebrates diverse perspectives, Bridge Communities' values, open communication, and trauma-informed principles.
- Provide quarterly financial details to various Bridge Leadership Team members to analyze budget versus actual expenditures.
- Collaborate with Resource Development team members to provide business and financial information needed for grant proposals, fundraising campaigns, and ongoing reporting to grantors.
- Conceive of and lead projects that improve the efficiency of back-office functions.
- Participate as a member of the Bridge Leadership Team (BLT) taking shared ownership for the achievement of strategic plan initiatives, organizational goals, and departmental goals.
- Participate in Board of Directors' quarterly meetings. Serve as primary staff liaison to Finance, Audit, People & Development, and Property and Grounds Committees.

General Operations: 10%

- Oversee the management of property and business insurance with named providers in collaboration with CEO.
- Serves as the primary point of contact with staff to ensure they have adequate computing resources and devices and troubleshoots issues with staff as needed.
- Liaison with IT service provider to ensure business technology needs are met, including hardware, software, and security.

All Bridge Communities staff are expected to demonstrate in their performance the agency's identified Core Competencies: Service to Mission, Stewardship, Leadership, Innovation, and Collaboration. Staff is also expected to believe in and demonstrate our agency values of Partnership, Hope, Integrity, Respect, and Empowerment.

All Bridge Communities' staff adhere to the highest ethical standards in management, governance, and fund development. Convey a professional and positive image and attitude regarding Bridge and NFP sector. Demonstrate commitment to professional growth and development. Demonstrate commitment to strengthening Bridge Communities' policies and practices as they relate to equity and belonging.

<u>Qualifications</u>

1) Education and Experience

a) Bachelor's Degree in Accounting or Finance. A CPA designation is highly preferred.
b) At least 9 years of experience, with scope of responsibilities having included some or all the above non-financial disciplines – i.e. HR, IT or Real Estate.
c) Non-profit auditing or accounting experience is required.
d) At least 6 years in management position that includes staff supervision, partnering with senior leaders, and management of external vendor relationships.
e) This position is salaried, exempt with a starting annual salary range of $120,000 – $134,000 depending on years of experience and CPA designation

2) Knowledge and Skills

a) Proficiency with MIP or other common small business accounting software.
b) Proficiency in MS Office suite, particularly in Excel, which must be demonstrated in the recruiting process with completion of an exercise. Proficiency in Adobe Acrobat and Adobe Sign.
c) Proven track record of recruiting and developing direct reports and inspiring them to solve problems and work independently

d) Superior listening, written and verbal communication skills with a belief in leading through collaboration and shared goals
e) Critical thinking and problem-solving skills to determine needs and best plan of action and best use of limited resources
f) An understanding and commitment to using data and outcomes to drive decision-making

To Apply:

- Browse our website www.bridgecommunities.org to learn more about Bridge Communities.
- Compose a cover letter – one-page maximum – to clearly state your case for your candidacy. **Resumes submitted without a cover letter will not be considered.**
- Email your cover letter and resume to amy.vanpolen@bridgecommunities.org
- Candidates whose backgrounds are a strong fit with our requirements and have followed the explicit instructions can expect contact within 5 business days of application deadline. **Application deadline is December 4, 2026.**
- Please do not supply references at this time. No phone inquiries or follow-up, please.

This position's start date can be in early 2027; candidates are not expected to begin work with Bridge Communities before end of 2026.

While performing duties in this position, the employee will be required, on occasion, to lift up to 20 lbs. A valid driver's license, auto insurance and ability to travel locally are required.

Bridge Communities is an equal opportunity employer. It is our policy to grant equal employment opportunity to all qualified individuals without regard to race, color, age, national origin, sex, religion, pregnancy, ancestry, disability, sexual orientation, marital status, military or veteran status, or any other status protected by applicable federal, state, or local laws. This policy pertains to all personnel actions including, but not limited to recruitment, evaluation, selection, promotion, compensation, and termination.