

VICE PRESIDENT OF FINANCE AND ADMINISTRATION

Position Title: Vice President of Finance and Administration`
Terms: Full Time / Non-Exempt
Department: Administration
Location: 300 N Broadway, Ste. 3A
Reports To: CEO
Salary Range: \$95,000 – \$120,000

The Greater Green Bay Chamber is seeking a highly motivated, visionary, and skilled individual to serve as Vice President of Finance and Administration (VPFA). Working with a dedicated and high-performing senior leadership team, the ideal person will deliver results and exceed expectations while working with a team of professionals dedicated to the mission and goals of the Greater Green Bay Chamber.

About Us: Established in 1882, the Greater Green Bay Chamber's mission is to strengthen member businesses, enhance economic and workforce development, and improve the quality of life for businesses and residents in our community and region.

About the Role: The VPFA is a key strategic role with hands-on responsibility for the development of Greater Green Bay's financial management strategy, contributing to the development of the organization's strategic goals, and providing insight into opportunities for long-term financial growth. The individual contributor has a span of control encompassing business & financial planning, annual budgeting, forecasting, accounting, financial analysis, management and performance reporting, as well as facilities, information technology, and human resources administration. The "organization" is comprised of three different legal entities (a 501c6 nonprofit, a 501c3 nonprofit and a for-profit entity) with an annual financial reporting of entities equating to \$3.7 million. This role is part of a small entrepreneurial team and manages one direct report. Office is in downtown Green Bay reporting to the President and CEO.

Responsibilities:

Strategy, Vision, and Leadership

- Advise the CEO and Executive Committee on capital strategies, financial planning, budgeting, cash flow, investment priorities, and policy matters.
- Serve as a management liaison to the Executive Committee, Budget and Finance Committee, Board and Treasurer.
- Contribute to the development of Greater Green Bay Chamber's strategic goals and objectives by providing financial and human resource guidance and direction.

Financial Planning & Forecasting

- Oversee financial forecasts, including analysis and insights into the key drivers, assumptions, and changes.
- Build and maintain forecast reporting formats and processes.

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- Contribute to the development of revenue generation and growth planning involving multiple revenue channels.
- Participate in building business cases for new initiatives, capital investments, and partnerships.

Annual Operations Planning

- Lead the annual operating plan and budgeting process, ensuring alignment with strategic focus and priorities.
- Provide recommendations regarding opportunities, risk management, and resource allocation.
- Develop recommendations to ensure competitive pay, benefits, and professional development to help ensure retention of our talent.

Accounting, Administration & Controls

- Maintain an appropriate system of policies, internal controls, accounting standards, and procedures under the General Accepted Accounting Principles (GAAP).
- Improve administrative and operational accounting services such as treasury management, retirement plan, grants payment processing, payroll/HR, accounts payable, facilities management and purchasing.
- Responsible for bi-weekly payroll, including benefit remittance; general ledger reconciliation, financial statement preparation, grant compliance reporting, and management of reserve fund investments.
- Manage accounting and reporting to ensure compliance with GAAP audit standards and statutory requirements.
- Provide operational support for affiliated entities to include budgeting and financial reporting.
- Manage relationships with third-party finance vendors, payroll management, auditors, tax vendors, etc.

Facilities and Information Technology

- Oversee management of administrative areas (including HR, IT, & contracts), responsible for creating systems and processes that are effective and efficient.
- Maintain relationships with vendors of HR, IT, and facilities.
- Responsible for maintenance and security of information technology, records retention program in compliance with the law and other assets including building systems.
- Responsible for facilities operations, including maintenance, lease agreements, and security.

Financial Analysis & Business Performance Reporting

- Report on business performance, including financial results and key metrics, providing analysis and insights.
- Help design and maintain reporting on business and financial results, including scorecards and dashboards.
- Promote consistent business modeling, milestones, and dashboards by affiliate organizations.

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- Advise the organization on tools and solutions to increase efficiency in forecasting, analysis, and reporting.
- Other special projects and tasks as assigned.

Key Qualifications, Skills, and Abilities:

- Bachelor's degree in Business, Accounting, or Finance.
- Minimum of 10+ years of progressive experience in Finance and Accounting, with significant non-profit exposure.
- Highly skilled in QuickBooks Online and Excel; exposure nonprofit and/or Chamber systems.
- Experience with nonprofit finance and accounting regulations.
- CPA or CMA certification with nonprofit accounting knowledge preferred
- Highly collaborative with attention to detail, ability to prioritize, effective communication skills
- Comfortable presenting financial information to executives, three boards and committees
- External audit oversight and in-house financial management experience.
- Mastery of business modeling, management reporting and analytic tools to assist with revenue generation.
- Experience in Human Resources and benefits administration; ADP experience a plus.
- Proficiency in Microsoft platforms, accounting software, databases, payroll administration, and human resource support systems.
- Represents the organization in a professional manner to the community, vendors, and internal personnel.

Apply: By sending your *resume and cover letter* to: aweyenberg@greatergbc.org. This position will remain open until filled.

Updated: December 2025