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WRTP • 3841 W. Wisconsin Ave., Milwaukee, WI 53208
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Position: Director of Finance and Administration
Start Date: June, 2009

Pay Range: Commensurate w/ Experience
Hours: Full Time

Summary:

The Wisconsin Regional Training Partnership (WRTP)/BIG-STEP, a leader in the workforce intermediary arena, is searching for a Director of Finance and Administration to provide strategic planning and analysis in the area of finance, direct and implement the organization's accounting functions and direct the administration of human resources, information technology and physical plant at its Center of Excellence for skilled trades and industry.

Major Position Responsibilities:

Provide strategic direction, planning and analysis in the area of finance

- Develop tools and systems to provide critical financial and operational information to the Executive Director and Board of Directors and make actionable recommendations on both strategy and operations.
- Oversee long-term budgetary planning and costs management in alignment with the organization's strategic plan.
- Engage the finance committee of the Board to develop short and long term financial plans and projections.
- Assist the Board and Executive Director in establishing yearly objectives.
- As a member of the Leadership Team, participate in key decisions pertaining to strategic initiatives, operating model and operational execution.
- Prepare and maintain regular financial planning reports.
- Work with the President and Director of Triada, our staffing company, to provide administrative/financial oversight.

Direct and implement the organization's accounting functions

- Oversee the accounting staff to ensure proper maintenance of all accounting systems and functions.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics.
- Oversee budgeting, financial forecasting, and cash flow for administration and programs.
- Ensure timeliness, accuracy and usefulness of financial and management reporting for federal and state funders, foundations and the Board of Directors.
- Coordinate all audit activities.

Direct the administration of human resources, information technology and physical plant

- Develop and maintain the Personnel Policy & Procedure Manual.
- Develop and maintain appropriate job descriptions for all staff.
- Recruit, select, orient, and train staff.

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- Evaluate staff.
- Ensure staff are appropriately compensated.
- Monitor staff benefits and property insurance programs.
- Work with key staff to evaluate and address personnel efficiencies.
- Ensure appropriate staffing consistent with needs and within the constraints of the organization's physical and financial resources.
- Lead the organization's staff and consultants to design an IT plan for the future, and implement it successfully to meet IT needs (hardware and software) as the organization grows.
- Manage the organization's physical infrastructure, physical plant, and system maintenance.
 - Ensure that facilities, furniture, and equipment are as necessary and appropriate to the needs of the organization.
 - Provide recommendations to the Board for any acquisitions or expenditures that are outside the approved budget.
 - Ensure proper maintenance of facilities, furniture, and equipment.
 - As necessary, dispose of outdated or worn out equipment.

Qualifications:

- Bachelor's degree (MA/MBA preferred) in Business, Management, or Finance.
- Five to eight years progressively responsible experience in finance and administration. CPA certification/experience preferred.
- Experience with Micro information Product (MIP) system is beneficial.
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector.
- Experience should include legal, audit, compliance, budget, and resource development.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Proven effectiveness leading professionals in finance and accounting.
- Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment.
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented.

Application Deadline May 22, 2009

Please Send Resume and Letter of Application to:
Selection Committee
Attn: Carrie Hersh
Wisconsin Regional Training Partnership
3841 W. Wisconsin Ave.
Milwaukee, WI 53208
Office: (414) 937-3605
Fax: (414) 342-3546
Email: chersh@wrtp.org

The Wisconsin Regional Training Partnership is an Equal Opportunity Employer functioning under an affirmative action plan.