

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” Our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**POSITION:** Vice President of Finance/Chief Financial Officer (CFO)  
**DIVISION/OFFICE:** Office of Finance  
**BULLETIN No:** 01012021  
**SALARY RANGE:** (Commensurate with Experience)  
**OPENING DATE:** January 04, 2021  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**MAJOR DUTIES:**

Responsible for the overall management of the organization’s finances. Align the financial practices to facilitate the Board’s Strategic Focus Areas while complying with OMB and funding sources standards for organizational accounting practices, including financial reports, budgeting, procurement, and grants management.

**BRIEF DESCRIPTION:**

Responsible for the management of all fiscal transactions within UPO. Act as the chief financial advisor to the President/CEO regarding fiscal sources and outlays. Oversee cash flow planning and ensure availability of funds as needed. Provide the necessary staff leadership, supervision, and technical guidance to finance staff and other staff as required in developing, coordinating, and executing financial policies and procedures to ensure internal controls. Ensure procurement of goods and services occurs in accordance with federal regulations and UPO Board policies. Monitor expenditures, provide alerts and coordinate with spending units to avoid budget shortfalls. Educate UPO and delegate board of directors on federal regulations relating to financial management and compliance as needed. Supervise the financial operations and activities of the agency. Manage finance staff members in the day to day fiscal operations. Monitor the preparation of all financial reports and related documentation of UPO in accordance with US GAAP and funding source guidelines and requirements. Responsible for the overall budget management and the allocation of fiscal resources for programs and activities in accordance with UPO and funding source guidelines which includes overseeing and supervising the coordination with other

**Vacancy Announcement**  
**Page Two**

divisions. Attend Board and Subcommittee meetings, including being the lead staff on the Audit and Finance Committees. Advise the President/CEO regarding the financial and accounting aspects of actual and/or proposed venture program outlays. Oversee the coordination of UPO's annual audit with the external auditors; ensure all Uniform Audit issues are resolved and management comments are addressed. Ensure the timely and accurate filing of audited financial statements and Uniform Audit report, federal financial and cash transaction reports, Form 990, and Form 5500. Coordinate with outside auditors, federal monitors, and other governmental agencies in the performance of program audits, monitoring, and reviews. Review vendor and sub-grantee contracts. Review financial audits, Uniform Audit reports and UPO monitoring review reports of delegates and request corrective action plans when appropriate.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in accounting/finance; CPA, with 10 years of experience in accounting and budgeting and 5 years in a similar position with a non-profit organization. Must have a general knowledge of government contracting requirements and funding procedures. Excellent working knowledge of MS Office (Word, Excel, Outlook and Power Point). Possess effective organizational and professional communication skills, both written and verbal. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

**DESIRED QUALIFICATIONS:**

CPA and Master's degree in accounting/finance. Able to deal effectively in both written and verbal capacities with executive level staff and management within the organization and the participating agencies/granting organizations. Knowledge of Uniform Guidance and government grants and non-profit experience highly desired. Expertise in Microsoft Dynamics SL and ADP systems are highly desirable.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

**ALL VISITORS TO UPO FACILITIES WILL BE SUBJECT TO TEMPERATURE SCANNING.**

**To be considered for this position:**

**Submit your cover letter and resume to [upojobs@upo.org](mailto:upojobs@upo.org) or  
fax your cover letter and resume to 202/319-3237.**