



Job Description

Job Title: Senior Vice President, Administration
Department: Administration
Reports To: Chief of Staff
FLSA Status: Exempt
Location: Orlando
Salary Range: \$130,000-150,000

BASIC PURPOSE:

The **Senior Vice President, Administration** is responsible for EFI's business support activities, including Contracts & Grants; Human Resources; Information Technology, Capital Programs; Accounting and Finance; Florida Opportunity Fund and Operations.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Manage department head direct reports for Finance & Accounting, Human Resources, Information Technology, Contract & Grants Administration & Reporting, Florida Opportunity Fund, and Office Services, as well as contracted legal services
- Provide staff support for EFI Board of Director's Committees as necessary
- Monitor and ensure timely reporting of budget analyses, cash flow projections, financial trends, and balances payable or receivable
- Structure internal controls, develop policies, procedures and monitor operational efficiency strategies
- Provide oversight for capital programs including State Small Business Credit Support Initiative and Florida Opportunity Fund, as directed
- Ensure procurement and contract processes are aligned with best practices and are transparent and accountable
- Responsibilities and project oversight as directed by senior leadership
- Other key functions:
 - Finance and Compensation Committee – Liaison & staff support
 - EFI Board and Board Executive Committee - Liaison & staff support
 - Monthly/Quarterly financial reporting to President & CEO
 - Monthly budget to actual reporting to Senior Leadership
 - IT lead for the organization
 - Retirement Plan EFI Fiduciary Committee
 - EFI Benefits Committee
 - Communicate/Implement policy/procedure changes
 - Primary interface with Gov't oversight entities:
 - DEO
 - OPPAGA
 - Consultants
 - Auditor General

SUPERVISION:

- > Finance & Accounting
- > Contract Compliance
- > Capital Programs
- > Information Technology
- > Human Resources
- > Office Services
- > Legal Services
- > Florida Opportunity Fund

ACCOUNTABILITY: Responsible for the financial accounts, business systems, and human resource continuity of the company, as well as performance and reporting under the DEO contract

MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor's degree in business administration, finance, accounting, or related field
- Ten to fifteen years' experience as functional head of a company, department and/or division
- Five years' experience in a supervisory, policy-making role
- Expertise in finance/accounting, including compliance, financial reporting, cash flow and budget management, insurance, and contract negotiation
- Demonstrated ability to communicate effectively via presentations, public speaking, and the written word

PREFERRED QUALIFICATIONS:

- Advanced degree in Business Administration, finance, or accounting
- Certified Public Accountant
- Knowledge of government and / or not-for-profit operations and processes
- Experience with economic development principles and practices
- Understanding of corporate finance and capital markets; data processing; human resources functions

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

EFI is subject to the Public Records Law and the Sunshine Law; therefore, submissions to this job announcement could be subject to public disclosure.

Please apply for this position to HRDirector@EnterpriseFlorida.com or through the job posting on Indeed.