

Position: Vice President of Finance
United Way of Lee, Hendry, and Glades | Lee County, Florida
Job type: Full-time, exempt
Salary: \$90,000–\$105,000 per year
Schedule: Typically Monday–Friday, 8 a.m.– 5 p.m.
Reports to: Interim President & CEO

Position Summary

United Way of Lee, Hendry, and Glades is seeking an experienced, collaborative Vice President of Finance to guide financial strategy and oversee day-to-day accounting operations for a \$20 million nonprofit. This executive leadership position offers the opportunity to build strong systems, develop a talented team, and translate financial information into practical guidance that advances our mission and supports long-term sustainability.

The Vice President of Finance will be a trusted partner to the President & CEO, executive team, Finance Committee, and Board of Directors. The role provides leadership across budgeting, forecasting, cash flow, reporting, compliance, grants, investments, and internal controls.

Key Responsibilities

- Lead annual budgeting, forecasting, cash flow analysis, financial reporting, and long-range planning.
- Oversee accounting operations, including payroll, accounts payable and receivable, pledge processing, fund distributions, banking, and reconciliations.
- Maintain strong internal controls and ensure accurate, timely financial records and reports.
- Manage grant accounting, donor-restricted funds, cost allocations, revenue recognition, investments, tax filings, and regulatory requirements.
- Coordinate financial statement audits, Single Audits when applicable, and Form 990 preparation.
- Present clear financial insights and recommendations to leadership, the Finance Committee, and the Board.
- Partner with program, fundraising, technology, and talent management teams to support organizational goals.
- Lead, coach, and develop finance staff while improving systems, processes, and accountability.

Qualifications

- Bachelor's degree in accounting, finance, business administration, or a related field.
- Seven to ten years of progressive accounting and financial management experience, including nonprofit accounting.
- Strong knowledge of donor restrictions, grants, cost allocations, revenue recognition, budgeting, forecasting, cash flow, and financial reporting.
- Experience supporting audits and preparing or coordinating Form 990 filings.
- Demonstrated leadership experience and strong written and verbal communication skills.
- Advanced Microsoft Excel skills and experience with accounting or financial management systems.

United Way Mission:

United Way of Lee, Hendry, and Glades is a volunteer driven organization dedicated to improving the quality of life for all people in our community.

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Preferred qualifications: CPA designation, graduate degree, four or more years of supervisory experience, and familiarity with MIP Fund Accounting or comparable nonprofit software.

Why Join United Way?

- Use your financial expertise to make a meaningful difference in the community.
- Work with dedicated colleagues, volunteers, community partners, and organizational leaders.
- Take on visible, rewarding work with the opportunity to improve systems and shape long-term strategy.
- Receive employee health and dental insurance, a 401(k), and accrued vacation and sick leave.
- Occasional evening, weekend, off-site, and community event participation may be required.

How to Apply

Send your résumé and cover letter to Resume@UnitedWayLee.org.

Employment is subject to satisfactory background screening, including Level II screening, and drug testing. Applicants may be asked to complete an online skills assessment.

United Way is an equal employment opportunity employer. We value a welcoming workplace and provide reasonable accommodations for qualified individuals with disabilities, consistent with applicable law.

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