

Vice President, Accounting & Operations

Greater Washington Partnership (the Partnership) is a cross-sector alliance of leading employers in Maryland, Virginia, and the District of Columbia committed to championing the region's economic growth and prosperity.

The Partnership is seeking a dynamic and strategic Vice President, Accounting & Operations with a track record of fiscal responsibility and demonstrated leadership in organizational, administrative, and operational functions to lead the financial operations of the Partnership. This position will oversee accounting and financial planning, goal-setting, and central administrative functions including human resources, legal, and IT systems. This includes full-cycle accounting close, budget and P&L analyses, bank and treasury management, and payroll. The candidate should excel in an entrepreneurial, fast-paced environment, and demonstrate the ability to evolve and scale organizations rapidly. A successful candidate will effectively present plans to the Board of Directors and nurture a purposeful culture while managing stakeholder relations in a rapidly evolving entity. This role serves as a member of our senior leadership team and reports to the Chief Operating Officer & Executive Vice President, Strategy.

Core Responsibilities

- Develop an annual budget for Board approval with responsibility for monitoring performance throughout the year
- Manage the annual audit process and liaise with external auditors
- Manage the annual Form 990 process
- Manage all accounting operations from transaction bookkeeping through full cycle close
- Develop budgets for grant applications and prepare financial deliverables throughout the grant period
- Oversee distribution of ETT Tech Scholarship funds
- Oversee accuracy of annual W-2, 1099, and Form 5500 reporting packages
- Oversee 401(k) administration and annual compliance testing
- Oversee administration of Ramp, our employee reimbursement and corporate credit card platform
- Develop long-term financial plans for the Partnership and promote the super region by coordinating the development of integrated strategic plans and projects for the CEO to advance the Partnership's programs and priorities
- Build relationship with Wells Fargo investment advisors, review investments on a periodic basis to ensure compliance with Investment Policy, and review accounting for investments quarterly
- Manage the Partnership's human resources functions including payroll, benefits (including COBRA), onboarding and offboarding, performance reviews, employee handbook, and recruiting and hiring
- Oversee the Partnership's legal function including contracts, insurance, federal registrations, state registrations, and sales tax exemptions
- Manage operational technologies, including hardware and software platforms for the Partnership
- Create and implement administrative policies and procedures for the Partnership



- Maintain relationship with Partnership's property management and third-party technology provider
- Supervise the Manager, Accounting & Operations and Senior Associate, Operations

Qualifications

- Bachelor's degree in accounting, finance, or a related field
- 12+ years of experience in a professional accounting environment, including at least two years in a senior managerial accounting position
- Strong technical accounting knowledge of GAAP, FASB, financial management and compliance
- Previous nonprofit accounting and reporting experience strongly preferred
- Knowledge of grants management as it relates to compliance and reporting preferred
- Strong working knowledge of digital accounting tools, including QuickBooks Online and Microsoft Excel
- Ability to handle confidential financial information in a discreet and professional manner
- Highly ethical and trustworthy professional with attention to detail
- Must possess strong organizational skills, be detail-oriented and possess the ability to follow projects through to completion with an emphasis on accuracy and timeliness
- Strategic leader with the ability to translate financial data effectively to initiative leads and Board of Directors
- Clear and convincing communicator, with the ability to present ideas creatively and concisely
- Successful manager with the ability to assess, design, and build high-performing teams, and bring out the best in individuals
- Collaborative leader with a proven ability to successfully execute strategy and tactics across silos within an organization
- Rapidly responsive and able to accommodate and execute real-time changes in strategy and tactics
- CPA preferred

Who We Are

The Partnership is a nonprofit alliance of influential and leading employers in Maryland, Virginia, and Washington, DC. Together, we identify shared challenges and leverage our collective experience, resources and assets to offer solutions in the areas of skills and talent, regional mobility, infrastructure and inclusive economic growth. Our vision is to make the entire region, from Baltimore to Richmond, vibrant, economically competitive, prosperous – uplifting it as the best place to live, work and build a business. The Partnership is a 501(c)(3) organization. Our office is in Washington, DC just south of Dupont Circle and is Metro-accessible.

What We Offer

We offer a comprehensive benefits package as follows:

- Hybrid work environment, in the office on Tuesdays and Thursdays (*subject to change number of days and days of the week*)



- Robust time off plan – 20 days PTO
- Eleven paid holidays
- Summer half-day Fridays
- One week holiday break
- Health, dental, and vision insurance paid up to 90% for employees, up to 50% for dependents
- 401(k) plan with up to 5% employer match, starting your first day of employment
- Professional development stipend up to \$800 per year
- Monthly cell phone stipend of \$60 per month

The salary range for this position is \$150,000 - \$175,000 per year.

To Apply

If you are interested in joining the team at the Partnership, please submit your resume and cover letter to jobs@greaterwashingtonpartnership.com with “Vice President, Accounting & Operations” in the subject line.

At Greater Washington Partnership we are committed to accepting differences! We strive to attract, develop, and retain highly qualified individuals representing the diverse communities where we live and work. The Partnership is committed to creating a diverse environment and is proud to be an equal opportunity employer. Employment policies and decisions are based on merit, qualifications, performance, and business needs. All qualified candidates will receive consideration for employment.

