



GOOD WILL-HINCKLEY

Educating Youth. Changing Lives.

Campus Living Program | College Step-Up | Roundel Residential | LC Bates Museum | Glenn Stratton Learning Center

VP of Finance and Administration

Good Will-Hinckley is conducting an executive search for our VP of Finance and Administration who will report to the President & Executive Director as well as to the Board of Directors for both Good Will-Hinckley and the Maine Academy of Natural Sciences. We are looking for a self-motivated, detail oriented, process and results driven professional with advanced financial analysis and executive management skills to join our team. This leadership position is responsible for the daily operations of the Finance Department including: preparation of complete and accurate monthly financial statements and projections, including cash flow; preparation and implementation of strategic long term financial analysis of the cash flow, borrowing, revenue and expense needs of the organization; accurate and timely preparation of annual cost reports; assistance with preparation of the annual budget; monitoring and assuring compliance with accounting policies and procedures in accordance with all federal, state and local laws; overseeing and ensuring accurate and timely filing of all required federal and state reports including payroll; preparation of any requests for proposals the campus may need; preparation for the annual audits; and supervision of staff. This is a working manager position. Experience managing departments in addition to finance (i.e., information technology and food services) a plus..

Good Will-Hinckley sits on a picturesque campus along the Kennebec River in Hinckley, Maine. We are conveniently located approximately 30 minutes north of Augusta.

Applicants must have a Bachelor's degree; CPA, other financial designation, or Master's degree preferred. Qualified applicants must have a strong financial analyst background. Experience with State contracts and billing preferred. Must have excellent written, verbal and interpersonal skills, ability to manage many details, deadlines and completing demands on time with a calm and professional demeanor; able to work independently and as the leader of the finance team. The successful candidate must also have the ability to analyze, identify, and implement information technology solutions in a complex setting. Knowledge of Great Plains software a plus. Preference will be given to candidates who are familiar with K-12 financial policies and procedures. Satisfactory references and background checks will be required.

Benefits include a competitive salary; long term disability, Maine State Retirement, life insurance, health, dental and paid time off.

Interested applicants please submit a cover letter and updated resume to: HR@gwh.org or mail to Human Resources, PO Box 159, Hinckley, ME 04944. Please reference "VP of Finance and Administration" in the subject line or cover letter in your correspondence.

We are an equal opportunity employer