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**Position Title:** Vice-President of Finance

**Company Name:** Lansing Economic Area Partnership (LEAP)

**Compensation:** Salaried at \$75,000 - \$85,000 (with performance pay possibilities, 6% 401(k) match, "gold standard" health care benefits including medical, dental, vision, a diverse environment and generous personal time/holidays). The physical office, itself, is exceptional with free parking and is located in the heart of an urban center (REO Town and downtown Lansing).

**FSLA/Position Type:** Exempt (Fulltime)

**Reports to:** Bob Trezise, President & CEO

**Created/Revised:** March 26, 2019

**Position Description:** The LEAP Vice-President of Finance will lead all day-to-day finance operations for LEAP, Inc., a 501(c)6 non-profit corporation, LEAP Foundation, a 501(c)3 non-profit membership corporation and Lansing PROTO a wholly-owned subsidiary of LEAP, Inc. as well as the City of Lansing's Economic Development Corporation (LEDC), a non-stock, nonprofit corporation, the Lansing Brownfield Redevelopment Authority, a component unit of the City of Lansing, the Tax Increment Finance Authority, a component unit of the City of Lansing and the Lansing Regional SmartZone, a component unit of the City of Lansing, the City of East Lansing and Ingham County. This position has functional responsibility over all accounting/financial services, oversees and approves all accounts payable and accounts receivable, payroll/benefits, grants and membership administration. The VP of Finance will ensure that correct internal control systems and procedures are in place to support effective program implementation, monitoring of income and expense to Board approved budgets along with conducting flawless audits and financial reporting. This position will serve as the principal liaison to the external auditor. This position will advise the President and CEO regarding revenue enhancement and cost containment strategies. The VP of Finance will prepare, analyze and interpret periodic financial reports for management information and control. This position will also oversee the budget preparation process.

#### **Essential Responsibilities and Duties:**

- Lead all day-to-day finance operations with functional responsibility over accounting, accounts payable, accounts receivable, payroll, grants and membership administration.
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards, regulatory requirements and rules for non-profits, for profit, membership organization and governmental units.
- Process payroll and oversees all medical/dental and lifestyle benefits.
- Monitor and maintain internal control and safeguards for receipt of revenues, costs, and program budgets and actual expenditures. Make recommendations for improvements.
- Coordinate all audit activity and assist with the preparation of LEAP and LEAP Foundation annual 990 and 990T filing with external auditors. Ensure compliance with local, state and federal financial reporting requirements.
- Consistently analyze financial data and present financial reports to each of the entity's Board of Directors in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep the President & CEO abreast of each entity's financial status.
- Assist the President & CEO in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with the ability to identify, explain, and correct variances as appropriate.
- Works closely with external CPA/Accounting Firm(s) for internal controls for payment of bills, bank reconciliation, financial statements, reports along with providing consultation on financial matters.
- Oversee all financial, project/programs and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant fund period; maintain functional allocation of expenses; collate financial reporting materials for governmental, corporate, and foundation grants.

- Processes incoming invoices, pays all company bills (payables).
- Manage organizational cash flow; continuously collaborate with staff to assess the financial efficiency of program operations and establish finance and administrative systems to support program operations.
- Work on special projects as needed and performs other duties as assigned.

### **Education and Experience:**

- A minimum of a Bachelor Degree (B.A. or B.S.) from a college or university in Accounting/Finance and six or more years of experience.

### **Skills Necessary:**

- Possess a strong experience in the nonprofit/for profit governmental environment coordinating audit activities; managing, reporting, forecasting, budget development, accounts payable, general ledger, payroll, restricted/unrestricted funds and accounting for investment and assets.
- Demonstrate resourcefulness in setting priorities, proposing new ways of creating efficiencies for areas of oversight and organization wide.
- Ability to work under pressure, managing a large workload, meeting deadlines.
- Possess a strong analytical, interpersonal, written and oral communication skills; able to communicate with a broad and diverse audience of all levels.
- Possess a strong working knowledge of the Internet and proficient use of Adobe, Microsoft Outlook, Word, Excel and PowerPoint software.
- Strong strategic thinking and problem-solving skills, ability to forward-thinking.
- Demonstrate capacity for creative planning and implementation.
- Ability to work both independently and in a collaborative team environment.
- Demonstrate a high level of self-direction and strong desire to achieve high-level results.
- Ability to maintain confidentiality of highly sensitive information. Absolute integrity and discretion essential.
- Must have reliable transportation for travel throughout the region. Transportation costs are covered through mileage reimbursement.

### **ABOUT LEAP:**

The Lansing Economic Area Partnership (LEAP) is one of the Michigan Economic Development Corporation (MEDC) designated ten Collaborative Development Councils (CDCs) across Michigan. LEAP represents Ingham, Eaton and Clinton Counties which make up the Greater Lansing/Michigan State University (MSU) region. LEAP is a private, not-for-profit 501(c)6 membership organization. It is financially very strong and enjoys broad support, in both the private and public sectors. Its Board of Directors is made up of a wide variety of CEOs, university/college Presidents and political leaders of the region. Funding for LEAP is provided 2/3 by the private sector and 1/3 by the public sector. LEAP will have a current staff of 13 and is in a growth mode. LEAP has its offices located in an incredible historic building in Lansing's historic REO Town/downtown area, alongside the river and river trail, with onsite, free parking. The LEAP office culture is one of openness, transparency, lively idea sharing and respectful debates, total team work, sharing of credit, working very hard, personal encouragement and we have fun!

**Application deadline: (OPEN UNTIL FILLED) Email only please and it must include: Position Title, Cover Letter, Resume and Three Professional References. \*Position may be filled prior to Application Deadline, based on qualified resumes received. Please be assured that all information received is held in the highest confidence! This position requires a full criminal and credit background check.**

**Please send to: [careers@purelansing.com](mailto:careers@purelansing.com) attention: Bob Trezise, President and CEO, LEAP.**

*Lansing Economic Area Partnership (LEAP) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender identity, national origin, age, disability, sexual orientation, or veteran status. In addition to federal law requirements, LEAP complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and/or training.*