



**VP of Finance & Operations**  
**Junior Achievement of the Heartland**  
**Office Location:** Moline, IL  
**Reports to:** President/CEO  
**Salary Range:** \$80,000-\$95,000

### **Position Summary**

The Vice President of Finance & Operations is a key member of the executive leadership team responsible for the financial health, operational excellence, and organizational effectiveness of Junior Achievement of the Heartland. This in-office leadership role is based in Moline, IL and requires consistent on-site presence to effectively lead cross-functional teams and support organizational operations.

This role blends strategic financial leadership with hands-on operational oversight, ensuring the organization has the systems, people, and resources needed to deliver on its mission. The VP of Finance & Operations partners closely with the President/CEO, Governing Board, and leadership team to guide decision-making, drive sustainability, and support growth.

As a senior leader in a mission-driven, mid-sized nonprofit, the VP of Finance & Operations will oversee a broad scope of responsibilities across finance and operations, including budgeting, forecasting, compliance, human resources, and organizational systems. The ideal candidate brings both strong technical financial expertise and the interpersonal skills needed to lead others, build trust, and navigate a dynamic environment.

This is a unique opportunity to help shape the financial and operational future of a respected nonprofit while working alongside a passionate team committed to youth success. The VP of Finance & Operations will play a critical role in advancing economic education and workforce readiness, creating lasting impact across the region and the communities we serve.

### **Key Responsibilities**

#### **Financial Leadership & Strategy**

- Lead all financial functions including budgeting, forecasting, reporting, and long-term financial planning
- Ensure accurate and timely financial statements and analysis for leadership and the boards
- Oversee annual audit, tax filings, and regulatory compliance
- Manage cash flow, investments, and financial risk
- Support revenue strategy by partnering with development team on forecasting and funding alignment
- Provide strategic insights to support organizational growth and sustainability

#### **Operations & Organizational Management**

- Oversee day-to-day operations including HR, IT, facilities, and administrative functions
- Ensure efficient systems, processes, and internal controls are in place
- Lead organizational planning efforts to improve effectiveness and scalability
- Develop and implement policies and procedures that support a high-performing organization
- Monitor and improve key operational metrics



### **Leadership & Culture**

- Serve as a trusted advisor and thought partner to the President/CEO
- Foster a collaborative, accountable, and mission-driven culture
- Support cross-functional teamwork and communication across departments

### **Board & External Relations**

- Serve as staff support and liaison to Governing Board
- Present financial and operational reports to the boards
- Support transparency and strong governance practices
- Build relationships with auditors, vendors, and community partners

### **Qualifications**

#### **Required**

- Bachelor's degree in accounting, Finance, Business Administration, or related field
- 3–5+ years of progressive financial leadership experience
- Strong knowledge of nonprofit financial management, including fund accounting
- Experience with budgeting, forecasting, payroll and financial analysis
- Proven ability to manage operations and improve organizational systems
- Demonstrated leadership and team management skills

#### **Preferred**

- Experience in a nonprofit or mission-driven organization
- Familiarity with grant management and diversified revenue streams
- Experience working with or reporting to a board

To apply, send your resume to: [lysa.hegland@ja.org](mailto:lysa.hegland@ja.org)