



Job Title: Vice President of Finance and Operations  
Reports to: President  
Location: Nashville, TN  
FTE Status: Full Time in-person  
Compensation: Salary range of \$125,000-\$135,000, depending on experience, paid time off, generous health benefits, 401k match

## COMPANY SUMMARY

Junior Achievement of Middle Tennessee (JAMT) helps inspire and prepare young people to succeed in today's global economy. JAMT connects schools and businesses through hands-on programs that teach students about business, entrepreneurship, financial literacy, career readiness, and civic responsibility. Through these programs, JAMT works to reach several important goals:

- To motivate and inspire students to see why education matters and help them make smart choices about their future education and careers.
- To teach students the skills needed to be successful in any job, such as problem-solving, creativity, and teamwork, while encouraging innovative and entrepreneurial thinking.
- To develop financially literate youth so they can make responsible financial decisions as adults.
- To increase student understanding and appreciation of their civic rights and responsibilities to contribute to their communities.

Junior Achievement of Middle Tennessee is a local affiliate of JA USA, the nation's oldest and largest economic education organization with over 105 years of experience. The organization supports programs across 23 counties.

## POSITION CONCEPT

The Vice President of Finance and Operations is a key member of JAMT's executive leadership team, reporting directly to the President. This role provides hands-on oversight of all financial and operational functions, ensuring the organization maintains strong financial health, grant compliance, and operational efficiency. The VP serves as the primary financial advisor to the President and Board, translating data into clear insights that drive strategic decision-making and organizational sustainability.

## KEY RESPONSIBILITIES

### Financial Stewardship & Integrity

- Oversee all day-to-day accounting functions, including payroll, accounts payable/receivable, month-end close, and audit preparation.
- Maintain clean, auditable financial records that meet nonprofit reporting standards (IRS Form 990, grant reporting, Board financials).
- Serve as the primary liaison with external auditors and financial institutions and uphold robust internal controls that protect organizational assets and credibility.

### **Strategic Financial Planning & Analysis**

- Lead the annual budgeting process, multi-year financial forecasting, and organization-wide cash flow management.
- Translate complex financial data into clear, actionable insights for the JAMT President and Board to support data-driven decision-making and ensure long-term financial sustainability.
- Proactively identify financial risks and opportunities to strengthen the organization's fiscal position.

### **Grant & Fund Compliance Management**

- Ensure accurate tracking, allocation, and reporting of restricted and unrestricted funds across all revenue streams, including corporate, foundation, and state government grants.
- Partner closely with the Development team to build grant budgets, monitor expenditures against awards, and meet all funder reporting deadlines and compliance requirements.
- Maintain controls that ensure audit readiness and protect organizational credibility with funders.

### **Operational Infrastructure & Risk Management**

- Manage day-to-day organizational operations, including vendor contracts, facilities, technology systems, and organizational policies. Identify operational inefficiencies and implement scalable improvements that enhance effectiveness and support program growth.
- Ensure adherence to regulatory, financial, and operational compliance requirements, and maintain a proactive approach to enterprise risk management.

### **Additional Responsibilities**

- Provide regular financial reports and analysis to the President and Board of Directors
- Partner across Operations, Development, Education, and Marketing functions to ensure organizational alignment
- Supplemental support for HR functions including benefits administration and staff onboarding as needed
- Contribute to cross-functional initiatives related to systems, process improvement, and organizational growth

## **QUALIFICATIONS**

### **Required**

- 7+ years of progressive experience in nonprofit finance, accounting, or operations leadership
- Demonstrated expertise in nonprofit accounting standards, grant management, and compliance (990, restricted/unrestricted funds)

- Proven experience leading annual budgeting, forecasting, and audit processes
- Strong analytical skills with the ability to present financial information clearly to non-financial audiences
- Experience collaborating with Boards of Directors and senior leadership
- Advanced working knowledge with QuickBooks, Sage Intacct, Excel or similar nonprofit accounting platforms

### Preferred

- CPA, MBA, or equivalent advanced degree or certification
- Experience in a nonprofit organization with multiple revenue streams including government grants
- Experience managing operational functions such as facilities, technology, or vendor contracts

### WHAT SUCCESS LOOKS LIKE

- Accurate, compliant, and on-time financial reporting and audits with no material findings
- Sound budgeting and cash flow management that supports organizational stability and growth
- Strong funder relationships sustained by clean grant compliance and timely reporting
- Operational systems that are efficient, scalable, and well-documented
- President and Board consistently equipped with clear financial data to make informed decisions

This job description is meant to provide a general overview of the responsibilities and qualifications for the Vice President of Finance and Operations role. Specific duties and requirements may vary depending on the organization and its needs.

### EEO POLICY

JA of Middle Tennessee's success depends on our ability to create a diverse, equitable, and inclusive environment. We are committed to attracting, developing, retaining, and promoting a diverse workforce and infusing DE&I throughout our internal practices. Every JA USA employee brings unique talents to our work. We encourage people from underrepresented backgrounds and all walks of life to apply.

### BACKGROUND CHECK

This position is subject to the successful completion of a background check and verification of educational credentials listed on the applicant's résumé.

**ADDITIONAL INFORMATION** This position description does not state or imply that these are the only duties to be performed by the employee. This document does not create an employment contract, implied or otherwise, beyond an at-will relationship.

HOW TO APPLY To apply, please send a PDF of your cover letter and résumé to [JAMT\\_hr@janash.com](mailto:JAMT_hr@janash.com). Incomplete applications will not be considered.