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# Example of VP, Finance Job Description

Our company is growing rapidly and is hiring for a VP, finance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for VP, finance

* Support the monthly accounting close process with detailed monthly financial analyses
* Maintain and control compensation budget
* Position requires oversight hands-on preparation of analyses and forecast scenarios
* Prepare and maintain regular financial planning reports
* Creates and maintains a periodic, quality internal reporting process to be used by Company Management for purposes of analyzing results of operations and making business and operating decisions about the direction of the Company
* Brings plans for operating efficiency to the attention of Management and assists in implementation of developed processes
* Performs post acquisition project reviews comparing actual results with original underwriting to identify trends or gaps areas of improvement for future deals
* Indirectly supervise the daily activities of the billing staff while providing leadership to the Billing Manager and Director
* Actively participates in Sector Financial leadership team and BU leadership team
* Responsible for hiring, assigning responsibilities, reviewing performance, training, counseling, developing and evaluating management staff within assigned team of Senior Financial Managers and their staffs

## Qualifications for VP, finance

* Strong Excel skills, MS office computer skills, presentation and PowerPoint skills
* Possess strong analytical skills and the ability to apply them to complex data structures
* Solid focus on internal controls and the integrity of data
* Be conversant in complex legal documentation and structures (term sheets, financing and derivative agreements)
* Proven history of entrepreneurial drive and teamwork
* Proven ability to develop creative solutions to complex problems and execute against those recommendations