



Employment Opportunity

Position Title:	Vice President of Finance
Organization:	United Way Puerto Rico
Location:	San Juan, Puerto Rico
Department:	Finance
Reports to:	President & CEO
Employment Type:	Full-time
Contract Type:	Regular
FLSA Classification:	Exempt

ABOUT UNITED WAY PUERTO RICO:

United Way Puerto Rico (UWPR) is a nonprofit organization committed to improving the quality of life of individuals and families across the island. Through strategic community investments, corporate partnerships, and collaborative initiatives, UWPR advances key pillars of Children and Youth Opportunities, Healthy Communities, Community Resiliency and Financial Security—ensuring long-term, equitable impact for Puerto Rico’s most vulnerable communities.

We are seeking a dynamic, strategic, and mission-driven Vice President of Finance to join our executive leadership team and guide the organization’s financial health, growth, and compliance.

POSITION SUMMARY:

The Vice President of Finance serves as the senior financial leader of United Way Puerto Rico, overseeing all financial planning, accounting, budgeting, reporting, and compliance functions. This role provides strategic guidance to the President & CEO, Board of Directors, and senior leadership team to ensure financial sustainability, operational excellence, and transparency.

The VP of Finance plays a critical role in managing donor funds, government grants, and corporate partnerships with the highest level of stewardship and accountability.

KEY RESPONSIBILITIES:

Strategic Financial Leadership

- Develop and execute the organization’s financial strategy in alignment with UWPR’s mission and long-term vision.
- Advise the CEO and Board of Directors on financial planning, budget performance, forecasting, and sustainability.
- Lead annual budgeting processes and multi-year financial planning.

Financial Management & Reporting

- Oversee all accounting operations, including general ledger, receivables, payables, payroll, and financial controls.
- Ensure timely preparation of monthly, quarterly, and annual financial statements.
- Present financial reports to the Board of Directors, Finance Committee, and external stakeholders.
- Maintain compliance with financial standards (federal and local regulations) applicable to non-profits.

Grants, Audit & Compliance

- Manage restricted and unrestricted funds, including donor designations and government grants.
- Coordinate annual external audits and ensure adherence to regulatory requirements.
- Oversee internal controls, risk management, and financial policies.

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Operational Oversight

- Supervise the finance and accounting team, fostering a culture of integrity, excellence, and continuous improvement.
- Optimize financial systems and processes to enhance accuracy and efficiency.
- Work closely with program, fundraising, and operations teams to support organization-wide initiatives.

QUALIFICATIONS:

Education & Experience

- Bachelor's degree in Accounting, Finance, Business Administration, or related field required.
- CPA, CMA, or related advanced credential strongly preferred.
- Minimum of 7-10 years of progressively responsible financial leadership experience.
- Experience in nonprofit financial management and fund accounting highly preferred.
- Knowledge of government grants, compliance, and audit preparation is a strong plus.
- Proficiency in Windows operating systems and Microsoft Office applications (Excel, Word, PowerPoint), as well as financial systems such as MIP, SAGE, and QuickBooks.
- Extensive knowledge of accounting principles, internal controls, budgeting, audit processes, and financial systems administration.

Skills & Competencies

- Strong strategic thinking and analytical abilities.
- Proven leadership and team management experience.
- Excellent communication and presentation skills.
- High ethical standards and commitment to transparency.
- Proficiency in accounting software, financial systems, and Microsoft Office Suite.

What We Offer

- Opportunity to shape the financial strategy of one of Puerto Rico's most impactful nonprofit organizations.
- Collaborative, mission-driven environment dedicated to community well-being.
- Competitive compensation and benefits package.
- Professional development opportunities.

If you are interested in making a positive contribution to the Puerto Rican community and meet the requirements, please send your résumé to: Janet Santiago, Human Resources Manager; email: j.santiago@unitedwaypr.org.

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SUBMIT RESUME TO:

Email: j.santiago@unitedwaypr.org

Phone: 787-728-8500 Ext. 206