

# **inseparable**

## **OPEN POSITION: VICE PRESIDENT OF FINANCE**

### **ABOUT US**

Inseparable is committed to life-changing progress in mental health and substance use care for all Americans. Our resolve to reshape the public policies that govern mental health care takes us deep into states and communities where we see strong potential for change. This same resolve drives our advocacy for federal policies, funding and leadership.

Launched in May 2020, Inseparable has quickly become a driving advocacy force in the mental health field. We are proud of the unique strategic capabilities and teamwork that has led Inseparable to 57 wins in 20 states since 2022. We are advocates for hope and relentlessly focused on four policy areas: youth mental health, access to care, crisis response, and the mental health workforce.

### **ABOUT THIS ROLE**

We are looking for a creative, knowledgeable, and passionate Vice President of Finance to be a key strategic leader within the organization, responsible for managing and overseeing all aspects of financial operations. This role requires strong technical expertise in nonprofit financial management, a collaborative approach to leadership, and a commitment to the mission of Inseparable. The VP of Finance will work closely with an accounting firm, the COO and the senior management team to ensure the organization maintains financial stability and transparency, supporting our growth and strategic goals.

This role will report to Inseparable's Chief Operating Officer. We will consider remote work for this position. Our organization is deeply committed to creating an inclusive work environment and encourages diverse candidates to apply, including those with lived experience with mental health conditions.

The starting salary for this role is \$140,000 - \$160,000, commensurate with experience. We offer a competitive benefits package including a full suite of health and wellness benefits at no cost to the employee, the opportunity to participate in a 401k plan (with an employer match), and paid time off.

Job Type: Full-time

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## PRIMARY RESPONSIBILITIES

- **Financial Management & Budgeting**
  - Lead the annual budgeting process, working closely with CEO and COO to ensure alignment with organizational priorities and financial sustainability.
  - Manage and oversee the external accounting team to ensure accurate and timely financial reporting, including monthly review of income and expenses.
  - Develop and refine financial models to project and track revenue and expenses, identifying opportunities for cost savings and efficiencies.
- **Contract & Grant Oversight**
  - Oversee the drafting and execution of contracts, including vendor agreements, grant agreements, and partnership arrangements.
  - Ensure compliance with all financial and legal terms in contracts, grants, and funding agreements, including deadlines.
  - Work with program leads to ensure that grant-related financials are tracked accurately and reported to funders on schedule.
- **Day-to-Day Financial Operations**
  - Supervise the day-to-day financial operations and the work of the external accounting firm, including monitoring cash flow, approving payroll, and reviewing corporate card expenditures.
  - Ensure that financial controls and processes are implemented and maintained for accurate, compliant, and efficient operations consistent with organization's accounting manual.
  - Oversee the reconciliation of bank accounts, financial accounts, and credit card statements on a monthly basis.
- **Financial Reporting & Analysis**
  - Provide clear and actionable financial reports for leadership, including monthly, quarterly, and annual updates.
  - Prepare detailed financial presentations for CEO and the Board of Directors, ensuring financial performance is understood and decisions are data-driven.
- **Audit & Compliance**
  - Support annual audits, ensuring adherence to regulatory and nonprofit financial standards.
  - Ensure compliance with federal, state, and local financial regulations, as well as the organization's internal policies and procedures.
- **Strategic Financial Leadership**
  - Partner with senior leadership to align financial resources with the organization's mission and long-term strategy.
  - Advise on financial implications of new projects, initiatives, or funding strategies.

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- Help build a financial strategy that supports long-term sustainability and expansion of the organization's impact.

## **QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field. CPA or MBA preferred.
- At least 10 years of experience in finance, with at least 5 years in a senior leadership role, preferably within a nonprofit environment.
- Proven experience in budgeting, financial reporting, and grant management.
- Strong knowledge of nonprofit accounting principles (e.g., GAAP, FASB), tax-exempt organizations, and audit requirements.
- Exceptional analytical, strategic thinking, and problem-solving skills.
- Strong organizational and project management skills with a high attention to detail.
- Ability to thrive in collaborative, fast-paced, and deadline-driven environment.
- Commitment to the mission and values of mental health advocacy.

*The above statements are intended to describe the general nature and level of work being performed by the person holding this position. It is not an exhaustive list of all duties and responsibilities. Inseparable reserves the right to amend and change responsibilities to meet organizational needs as necessary.*

## **How to Apply**

Please email [jobs@inseparable.us](mailto:jobs@inseparable.us), with a copy of your resume and a cover letter. Please include "VP of Finance" in the subject line. The deadline to apply is February 14, 2025.

## **Equal Opportunity Employer**

Inseparable is an equal opportunity employer. We recruit qualified candidates without regard to age, disability, marital status, protected veteran status, race or color, national origin, religion, sex, sexual orientation or gender identity or expression, genetic information, or any other characteristic protected by law. Our organization is deeply committed to creating an inclusive work environment and encourages all to apply, including those with lived experience with mental health conditions.