

EXECUTIVE POSITION PROFILE

Vice President, Finance & Operations



American Bakers Association

This search is being conducted by:

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I. Opportunity

Scope of Position

As a member of the Executive Leadership Team, the Vice President – Finance & Operations (VP-FO) takes an active role in developing and executing business strategies, operations, procedures and decisions impacting the association. The successful VP-FO candidate provides the bandwidth for the President & CEO to explore greater strategic opportunities to strengthen ABA, and expand visibility with policy makers, peers and current and prospective ABA members.

Reporting directly to the President & CEO, the VP-FO leads and manages operations of the association, consistent with approved goals, policies and directives, and budgets. As a strategic business partner to the President & CEO, the VP-FO develops, oversees, and leads the strategic implementation for finance and administration, human resources, and IT functions. The VP-FO develops and executes on the IBIE show financial and strategic goals.

Operations

Overall Business Strategies, Operations and Development

Supports the ABA and IBIE strategic plans and initiatives and ensures their achievement through operations deliverables and activities.

- Proactively leads the operations staff in various operations, events and education responsibilities to guide work products and results efficiency.
- Survey internal and/or external resources to optimize workloads and identify lower cost/higher value ways of delivering ABA work product.
- Optimize internal ABA operations, benchmarked to best practices metrics.
- Ensure delivery of high level operations services to both current and prospective ABA members.

Finance and Investments

General Ledger Review and Management

Provide oversight for Accounts Payable, Accounts



Receivable, Bank reconciliations, and Monthly Close process.

Cash Flow and Investments

Monitor cash flow requirements for ABA, ABA PEC, ABA PAC, and IBIE; investment of excess funds and reserve accounts consistent with Investment Policy.

- Periodically review the ABA and IBIE Investment Policies and suggest revisions to ensure best stewardship of member resources.

Internal Controls

Develop and monitor approved internal control policies and procedures.

Annual Operating Budget

Lead and manage the development of annual operating budgets for ABA committees and teams in collaboration with staff for President and CEO approval.

- Prepare proposed budget report for review and approval by the ABA Audit and Finance Committee, Executive Committee and Board of Directors.

Financial Statements and Treasurer's Reports

Review and approve all monthly internal financial statements for ABA, ABA PEC, ABA PAC, and IBIE. Prepare and seek approval for the Treasurer's Report with analysis from the President & CEO and Treasurer. Author Treasurer's Report PowerPoint presentation for Board of Directors and All Member meetings.

- Prepare financial reports, analyses and research opportunities as directed by the President & CEO.

Audit

Lead and coordinate the review and execution of the annual audit process for ABA, ABA PEC, ABA PAC and IBIE, including engagement letter between the external audit firm and the Treasurer and President & CEO. Oversee the Director of Finance's preparation of schedules, analyses and requests from auditors.

- Oversee the retirement plan, benefits, compliance and other audits as required.

Tax Returns

Coordinate the preparation and timely filing of all tax returns of ABA, ABA PEC, ABA PAC and IBIE with the external auditor.

Human Resources and Employee Benefits Administration

Direct and manage ABA and affiliates staffing actions. Oversee maintenance of confidential personnel files and staff employment actions (hiring, position changes, termination).

- Serve as direct contact to outsourced HR firm and contract management. Manage the annual renewal of employee benefits, including budget implications.

Contracts and Leases

Serve as liaison with ABA office space Lessor.

Information Technology

Oversee the IT vendor contract implementation for supervision of the ABA computer network:

- Hardware, software, cloud backups, internet access and other elements
- Technical support for network and workstations, software, printer, email and cloud storage.



- Backing up network and laptops on daily basis to the cloud.
- Website and domain name security, hosting, DNS and other services.
- Learning Management System security and IT support.
- Member and event database systems.
- Business continuation plan.
- Selection of new hardware and software.

International Baking Industry Exposition (IBIE)

Strategy, Finance, and Operations

Lead development, approval and successful execution of the IBIE strategic plan as joint team leader with Director of Meetings and Education with IBIE Committee members, staff, vendors, alliance partners and stakeholders. Serve as IBIE Assistant Treasurer.

- Partner with Registration and Technology Manager to coordinate and optimize IBIE contracts, services, and information flow.
- Maintain Limited Liability Company records and filings.
- Prepare operating budget for each exposition and approve expenditures according to approved budget, Policy Memorandum and Division of Responsibilities (DOR).

Essential Skills, Education, Experience and Location

- Bachelor's degree required in business or relevant field. MBA degree preferred.
- Experience in a trade association preferred.
- At least 5 years of relevant experience overseeing accounting and finance functions with direct knowledge of association financial, accounting, budget management, and audit activities. Experience with for-profit affiliate organizations and working with an association board of directors is desirable.



- Experience leading, managing, and executing on a major multi-year project strategic plan for an initiative or event with a team and significant budgeted revenues and expenses, contracts, multiple external and internal stakeholders, and partners for a worldwide and diverse audience.
- Experience developing and managing strategic alliances with industry partners and essential services contracts for outsourced vendors.
- Knowledge of association databases, networks, internet, and software sufficient to oversee outsourced IT vendor services.
- Familiar with human resources and employee benefits administration legal compliance and best practices.
- Proven experience leading and managing staff with a collaborative and team-focused style oriented towards individual ownership and providing support as needed.
- Proven strategic and analytical thinking, planning, and executing skills.
- Effective and fact-based written and verbal communication skills.
- Moderate travel to industry events and member facilities required.

II. Organization Review

About ABA

The **American Bakers Association** (ABA) is the Washington D.C.-based voice of the wholesale baking industry. Since 1897, ABA has represented the interests of bakers before the U.S. Congress, federal agencies, and international regulatory authorities. With a staff of 16, ABA advocates on behalf of more than 1,000 baking facilities and baking company suppliers. ABA members produce bread, rolls, cookies, crackers, bagels, sweet goods, tortillas and many other wholesome, nutritious, baked products for America's families. The baking industry generates more than \$153 billion in economic activity annually and employs more than 799,500 highly skilled people.

ABA and BEMA (Bakery Equipment Manufacturers & Allied) co-founded the International Baking Industry Exposition (IBIE), also known as The Baking Expo™, more than 30 years ago. In 2010, the Retail Bakers of America (RBA) also joined the partnership. The triennial show is the largest baking trade show in North America and recognized worldwide as the grain-based industry's largest, most

comprehensive event, a “working show,” where millions of dollars of business is conducted daily.

Every three years, Baking Expo™ show gives all segments of the market a platform for showcasing the latest baking technology and exploring complete equipment, ingredient, supply and business solutions. The Baking Expo™ brings it all together, connecting a record number of industry buyers and sellers with the technology, resources and opportunities they need to maximize their success.

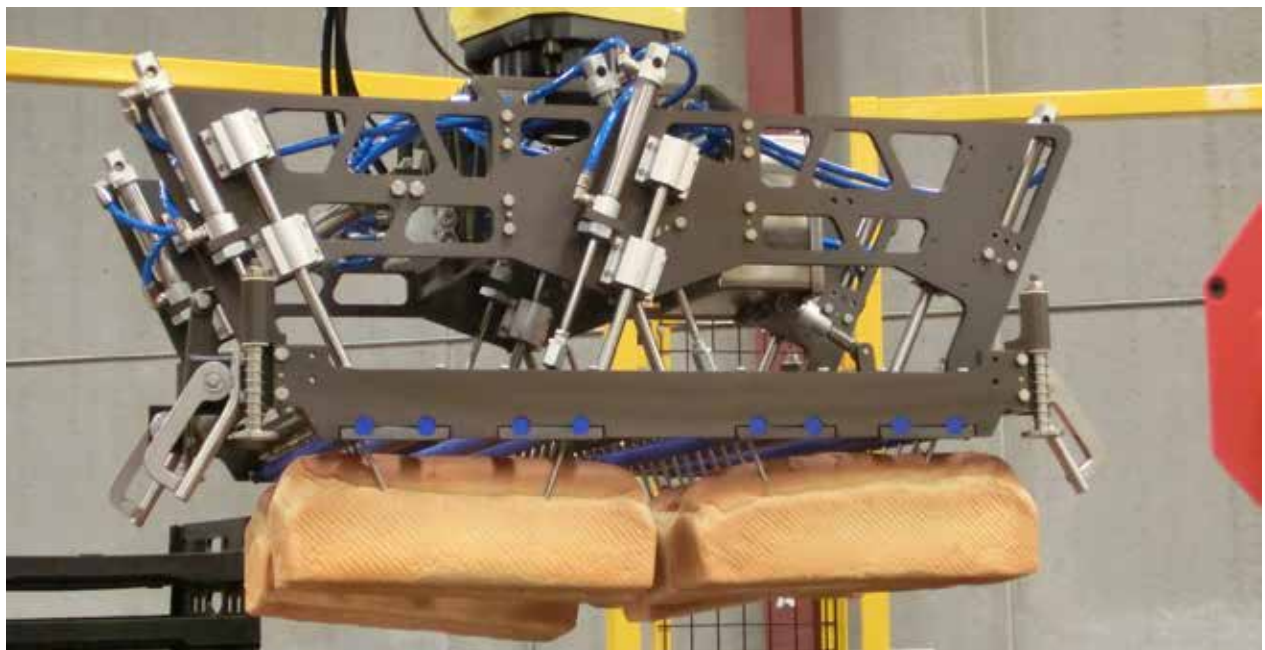
Best Places to Work 2018



ABA is this year's Council of Manufacturing Associations (CMA) Best Places To Work honorees. www.nam.org/Alliances/CMA/Best-Places-to-Work-2018/

Web Presence

www.americanbakers.org



IV. About Vetted Solutions

Vetted Solutions is an executive search firm specializing in association, nonprofit, and hospitality/destination marketing community recruiting and consulting. We focus on CEO and senior staff positions.



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