



LUTHERAN  
SERVICES  
FLORIDA

Vice President –  
Finance and Administration  
Tampa, FL



**Gans, Gans & Associates**

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## Lutheran Services Florida

Lutheran Services Florida (LSF) is a statewide, non-profit, human services agency dedicated to helping all people in need regardless of religious affiliation, age or national origin. Headquartered in Tampa, the agency has more than 60 programs located throughout Florida. Since LSF was established in 1982, nearly 900,000 children and families have received assistance from vital LSF services including: the Child Care Food Program, Head Start and Early Head Start, Foster and Adoption Case Management, Youth Shelters and Family Crisis Counseling Programs, Guardianship Program, Housing, Employment, Refugee and Immigration Programs, Ryan White AIDS Program, and Disaster Response Programs for victims of tornadoes, hurricanes, floods and other natural disasters. LSF employs over 1200 with an annual budget of \$220 million per year.

### History of LSF

In 1975 when the Vietnam War ended, thousands of refugees sought safety in the United States arriving with nothing more than the clothes they wore. The needs of the refugees were tremendous and Lutheran churches responded quickly providing them with immediate aid in the form of food, clothing and temporary homes. This assistance was vital; however, it soon became apparent that a larger, ongoing and more organized effort was necessary to help the newcomers adjust to life in a new country.

As a result, Lutheran churches sponsored employment programs to help refugees find jobs so they could truly begin building new lives in America. In 1980, when thousands of Cubans came to the United States during the Mariel Boatlift, Lutheran churches responded once again helping refugees with resettlement needs and employment assistance.

When Lutheran Services Florida (formerly *Lutheran Ministries of Florida*) was established in 1982, the agency assumed responsibility for the employment programs started by Lutheran churches in Miami and Tampa. Whereas, initially the greatest demand for assistance came from Vietnamese and Cuban refugees, soon LSF counselors were helping refugees from Central America, Haiti and other parts of the Caribbean, Bosnia, the Sudan and many other countries. As the number of refugees increased dramatically throughout the years, LSF responded to the growing demand for services by expanding its programs. Today LSF has Refugee and Immigration programs throughout Southeast and Central Florida.

Other programs located throughout the state include Guardianship Services, Youth Shelters, Head Start Programs, the Child Care Food Program, Counseling Services, Disaster Response, Sexual Abuse Treatment Program, Teen Court, Ryan White Program, Early Head Start, and Case Management for Child Welfare, Foster Care and Adoptions, and Substance Abuse and Mental Health.

Continuing its mission, LSF continues to expand each division of services to meet existing needs and to bring healing, hope, and help to people in need throughout Florida. Today LSF has offices and programs in Belle Glade, Crestview, Fort Myers, Fort Walton Beach, Jacksonville, Largo, Lauderdale Lakes, Miami, Milton, New Port Richey, Oakland Park, Orlando, Pensacola, Port Charlotte, Sarasota, St. Petersburg and Tampa.

### LSF Children and Head Start Services

Lutheran Services of Florida recently expanded its early childhood education programs by increasing its Head Start Services from 300 to 6,000 children thru a competitive grant process. We have since created Children and Head Start Services, which consists of multiple programs serving children. LSF offers Head Start and Early Head Start programming in over 120 locations in Palm Beach, Duval, Pinellas, and Hillsborough County for almost 6,000 children. We offer full day/full year programs for all children and provide program options in Family Child Care and Centers. We are one of the largest non-profit Head Start Grantees in the United States and are accredited through the Council on Accreditation (COA) and the National Association for the Education of Young Children (NAEYC). These accreditations not only ensure high quality, but set professional standards for early childhood education programs, allowing families to find high quality programs for their children. In addition, our grants received five-year continuation letters from the Office of Head Start and are in compliance with federal regulations. Head Start Fiscal and Administration Offices are located in Tampa, Florida. We also manage the Family Childcare Food Program for Hillsborough County where we provide funding the Childcare Food Program for over 500 Family Childcare Providers.

## Position Summary

Reporting to the EVP Finance and EVP, Children & HS Services, the VP – Finance and Administration is responsible for all day-to-day and strategic financial and internal control activities of the Head Start/Early Head Start, Voluntary Pre-Kindergarten, School Readiness, Food Nutrition and Early Care Funding Programs, with a budget up to \$77.5 million and potential growth thru nonfederal share and other federal funding opportunities. The incumbent is also the Chief Financial Officer for Children and Head Start Services and the point of contact to the Grant's Specialist and other funders in partnership with the Finance Directors. The incumbent is a member of the Executive Team consisting of the Executive VP for Children and Head Start Services, VP for Operations, VP of Early Learning, Research and Training, VP for HR and Organizational Development, and the Associate VP of Support Services.



## Essential Functions

- Leads Finance and Administration team and directly supervise (3) Finance Directors in multiple locations throughout Florida.
- Timely and accurate presentation of monthly Financial Statements that properly reflect the factual results of the HS/EHS and that guide management to achieve the approved budget.
- Understands and stays current on Head Start Performance Standards (specifically fiscal) and other related regulations and maintains knowledge of how the program will implement them.
- Analyzes and monitors each HS/EHS program/department's spending and identifies potential problems and works with the Executive Team and Central Services Finance Staff on budgeting/spending and strategic planning and growth.
- Works directly with Central Services Financial Team to insure proper integration of head start fiscal systems, LSF reporting requirements and corporate strategic planning occurs.
- Strong understanding of US GAAP accounting principles and therefore able to provide US GAAP accounting guidance to the team as required.
- Ensures compliance with all records that pertain to the acquisition or major renovation of a facility for the period of the grantee's ownership (or occupancy in the case of leased facilities) of the facility plus three additional years.
- Works with Support Services, Procurement and Executive Staff to ensure we maintain compliance with the Davis Bacon Act and all other applicable fiscal procurement standards for Facilities.
- Calculates the impact of proposed initiatives, expenditures, and/or policy changes on the organization, including but not limited to OMB's circulars uniform guidance, etc.
- Serves as strong voice in risk assessment on project funding, allocations and ability to meet goals/outcomes given financial health throughout project life cycle.
- Formulates and implements the cost allocation procedures for all Head Start grants, VPK, Children Service Council, Food Programs and other funding to ensure grant funding is distributed equally in compliance with local, state and federal regulations.
- In collaboration with key staff, designs, implements, and maintains a budgeting process that is realistic and helpful to managing HS/EHS programs.
- Reviews and analyzes all grant applications and one sub recipient prior to submittal to the regional office of Head Start for accuracy and internal control.
- Submitting timely and accurate reports to the Executive Vice President for Finance and Administration to assist in the overall planning for the LSF Budget and Financial Reporting requirements.
- Maintains strict confidentiality of Head Start Program information and information pertaining to children and families in the Head Start Program.
- Attends all workshops and meetings as deemed necessary by the supervisor. Attends all required staff and parent meetings and activities.
- Submits monthly Financial and Credit Card reports for all programs to the LSF Board of Directors.
- Other duties as assigned.

## Knowledge, Skills and Abilities

- Must possess well-developed management and administrative skills.
- Strong verbal and written communication skills.
- Ability to work effectively with all types of personalities in a team environment.
- Strong analytical and reasoning ability with superior numerical skills.
- Planning and organizational skills.
- Ability to establish credibility and be decisive.
- Ability to foster participative management practices within a team environment.
- Ability to handle multiple tasks and to work with outside agencies.
- Exceptional organization skills and attention to detail are required and the candidate must be able to meet designated deadlines.

## Requirements

### Education

- Bachelor's degree in accounting, business administration, fiscal management or related field required.
- Master's degree preferred.
- Certified Public Account with active license is strongly preferred. CPA's who meet the continuing professional education requirements of the GAO's Yellow Book, Government Auditing Standards, will be given additional preference.

## Experience

- Minimum ten (10) years of experience working in non-profit environment.
- Excellent written and oral communication skills.
- The incumbent must have a working knowledge of federal contracts and grants management and federal regulations and reporting requirements governing non-profits. Head Start experience and/or other federal grant's management experience preferred.
- Bilingual preferred: English/Spanish or English and other languages present in the local area.

Also required: Successful completion of a Level II background screening, local criminal record check and drug screening prior to hiring.

## Principle Accountabilities

- Team player with co-workers, funders, Community Stakeholders, subcontractors and collaborators.
- Accurate, complete and timely submission of required financial reports, forecasts, proposals, budgets and analyses.
- Cost effective Agency operations.
- Adherence to Agency policies and management practices.
- Effective staff management and leadership.

## How to Apply

If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

**Diane Martin-Johnson**  
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7445 Quail Meadow Road, Plant City, FL 33565  
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Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.



The City of Tampa is the largest city in Hillsborough County, is the county seat, and is the third most populous city in Florida. It is located on the west coast of Florida, approximately 200 miles northwest of Miami, 180 southwest of Jacksonville, and 20 miles northeast of St. Petersburg. The population of the city represents approximately one-third of the total population of Hillsborough County. Tampa's economy is founded on a diverse base that includes tourism, agriculture, construction, finance, health care, government, technology, and the port of Tampa.

### Neighborhoods

The city is divided into many neighborhoods, many of which were towns and unincorporated communities annexed by the growing city. Generally, the city is divided into the following areas: Downtown Tampa, New Tampa, West Tampa, East Tampa, North Tampa, and South Tampa. Well-known neighborhoods include Ybor City, Forest Hills, Ballast Point, Sulphur Springs, Seminole Heights, Tampa Heights, Palma Ceia, Hyde Park, Davis Islands, Tampa Palms, College Hill, and non-residential areas of Gary and the Westshore Business District.

### Climate

Tampa's climate displays characteristics of a tropical climate, but is situated on the southern fringe of the humid subtropical climate zone. Tampa's climate generally features hot summer days with frequent thunderstorms in the summer (rain is less frequent in the fall and winter), and a threat of a light winter freeze from November 15 through March 5 caused by occasional cold fronts from the north.

### Tropical systems

Though it is affected by tropical storms every few years and threatened by tropical systems almost annually, Tampa has not taken a direct hit from a hurricane since 1921. That seemed about to change in 2004, when Hurricane Charley was forecast to make landfall near downtown Tampa, with potentially devastating effects for the entire region. The danger prompted one of the largest evacuations in state history, but Charley never reached Tampa Bay. After paralleling Florida's southwest coastline, the storm swerved to the east and slammed into Punta Gorda instead.

### Landmarks

The Sulphur Springs Water Tower, a landmark in the Sulphur Springs section of the city, dates back to the late 1920s. This boom period for Florida also saw the construction of an ornate movie palace, the Tampa Theatre, a Mediterranean revival on Davis Islands, and Bayshore Boulevard, which borders Hillsborough Bay from downtown Tampa to areas in South Tampa. The road has a 6-mile continuous sidewalk on the eastern end, the longest in the world.

The Ybor City District is home to several buildings on the National Register of Historic Places and has been declared a National Historic Landmark. Notable structures include El Centro Español de Tampa, El Centro Asturiano and other social clubs built in the early 1900s.

Babe Zaharias Golf Course in the Forest Hills area of Tampa has been designated a Historical Landmark by the National Register of Historic Places. It was bought in 1949 by the famous 'Babe', who had a residence nearby, and closed upon her death. In 1974, the city of Tampa opened the golf course to the public. *The Story of Tampa*, a public painting by Lynn Ash, is a 4' x 8' oil on Masonite mural that weaves together many of the notable aspects of Tampa's unique character and identity. It was commissioned in 2003 by the city's Public Art Program and can be found in the lobby of the Tampa Municipal Office Building. Park Tower (originally the First Financial Bank of Florida) is the first substantial skyscraper in downtown Tampa. Completed in 1973, it was the tallest skyscraper in Tampa until the completion of One Tampa City Center in 1981. The Rivergate building, a cylindrical building known as the "Beer Can Building", was featured in the movie "The Punisher". Spanning the southern part of Tampa Bay, is the massive steel-span Sunshine Skyway Bridge.



### Primary and secondary schools

Public primary and secondary education is operated by Hillsborough County Public Schools, officially known as the School District of Hillsborough County (SDHC). It is ranked the eighth largest school district in the United States, with around 189,469 enrolled students. SDHC runs 208 schools, 133 being elementary, 42 middle, 27 high schools, two K-8s, and four career centers. There are 73 additional schools in the district that are charter, ESE, alternative, etc. Twelve out of 27 high schools in the SDHC are included in *Newsweek's* list of America's Best High Schools.

## Arts and Entertainment

Tampa is home to a variety of stage and performing arts venues and theaters, including The David A. Straz Jr. Center for the Performing Arts, Tampa Theatre, Gorilla Theatre, and the MidFlorida Credit Union Amphitheatre next to the Florida State Fairgrounds. Performing arts companies and organizations which call Tampa home include The Florida Orchestra, Opera Tampa, Jobsite Theater, The Master Chorale of Tampa Bay, Stageworks Theatre, Spanish Lyric Theater, and the Tampa Bay Symphony.

Current popular nightlife districts include Channelside, Ybor City, SoHo, International Plaza and Bay Street, and Seminole Hard Rock.



## Museums

The Tampa area is home to a number of museums that cover a wide array of subjects and studies. These include the Museum of Science & Industry (MOSI), which has several floors of science-related exhibits, plus the only domed IMAX theater in Florida and a planetarium; the Tampa Museum of Art; the USF Contemporary Art Museum; the Tampa Bay History Center; the Tampa Firefighters Museum; the Henry B. Plant Museum; and Ybor City Museum State Park. Permanently docked in downtown's Channel District is the *SS American Victory*, a former World War II Victory Ship which is now used as a museum ship.

## Cuisine

Tampa has a diverse culinary scene from small cafes and bakeries to bistros and farm-to-table restaurants. The food of Tampa has a history of Cuban, Spanish, Floribbean and Italian cuisines. There are also many Colombian cuisine, Puerto Rican cuisine, Vietnamese cuisine and Barbecue restaurants. Seafood is also very popular in Tampa, and Greek cuisine is prominent in the area, including around Tarpon Springs. Food trucks in Tampa, Florida are popular and the area holds the record for the world's largest food truck rally. In addition to Ybor, the areas of Seminole Heights and South Tampa are known for their restaurants.

Tampa is most famous though for the Cuban sandwich and Deviled crab. Tampa is considered to be where the Cuban sandwich started, though it is disputed by Miami. Historian Andrew Huse states that "the old 'mixtos' coalesced into something more distinct – the Cuban sandwiches we know and love – an original Tampa creation." In April 2012, the "Historic Tampa Cuban Sandwich" was designated as the "signature sandwich of the city of Tampa" by Tampa's city council. Tampa's Cuban sandwiches are different from other regional versions because Genoa salami is usually added to Cubans in the Tampa area, which derived from Italian immigrants living next to Cubans and Spaniards in Ybor City.

Tampa is also where many restaurant chains have either started out or are headquartered, such as Outback Steakhouse, Melting Pot, Front Burner Brands, Carrabba's, Fleming's Prime Steakhouse & Wine Bar, Bonefish Grill, Columbia Restaurant, Checkers and Rally's, Taco Bus, and PDO.

## Tourism and Recreation

The city of Tampa operates over 165 parks and beaches covering 2,286 acres within city limits; 42 more in surrounding suburbs covering 70,000 acres, are maintained by Hillsborough County. These areas include the Hillsborough River State Park, just northeast of the city. Tampa is also home to many attractions and theme parks, including Busch Gardens Tampa Bay, Adventure Island, Lowry Park Zoo, and Florida Aquarium.

Tampa's Lowry Park Zoo features over 2,000 animals, interactive exhibits, rides, educational shows and more. The zoo serves as an economic, cultural, environmental and educational anchor in Tampa.

Busch Gardens Tampa Bay is a 335-acre Africa-themed park located near the University of South Florida. It features many thrilling roller coasters, for which it is known, including Sheikra, Montu, Gwazi and Kumba. Visitors can also view and interact with a number of African wildlife.

Adventure Island is a 30-acre water park adjacent to Busch Gardens. It features many water rides, dining, and other attractions typical to a water park.

The Florida Aquarium is a 250,000-sq. ft. aquarium located in the Channel District of Tampa. It hosts over 20,000 species of aquatic plants and animals. It is known for its unique glass architecture. Adjacent to the Aquarium is the *SS American Victory*, a World War II Victory ship preserved as a museum ship.

Well-known shopping areas include International Plaza and Bay Street, Westshore Plaza, SoHo district, and Hyde Park Village. Palma Ceia is also home to a shopping district, called Palma Ceia Design District.

## Sports

The Tampa Bay Area is home to many sports teams and has a substantial history of sporting activity. Most of the region's professional sports franchises use the name "Tampa Bay", which is the name of a body of water, not of any city. This is to emphasize that they represent the wider metropolitan area and not a particular municipality.

Three teams compete at the major league level. The Tampa Bay Buccaneers play in the National Football League (NFL), Tampa Bay Lightning play in the National Hockey League (NHL), and the Tampa Bay Rays play in Major League Baseball (MLB). Additionally, six MLB teams hold their spring training camps in the area.

A number of minor league franchises play in the region as well, including the Tampa Bay Storm of the Arena Football League, the Tampa Bay Rowdies of the new North American Soccer League, and four minor league baseball teams competing in the Class-A Florida State League.