

Vice President of Finance, Operations, and Technology

Hybrid – Twin Cities

BestPrep is seeking a Vice President of Finance, Operations, and Technology to lead our finance, technology, and administrative operations. This role manages budgeting, financial reporting, audit coordination, HR and payroll vendor relationships, and oversees our technology systems, including Microsoft 365 and Salesforce. The position also supervises a part-time Database Administrator.

Key Responsibilities:

- Lead annual budgeting, financial management, and monthly reporting
- Oversee accounting operations and maintain strong internal controls
- Serve as primary contact for audit, HR provider, and payroll company
- Manage technology systems, IT vendors, security, and software updates
- Support staff with technology needs and guide system improvements
- Provide financial and operational guidance to the CEO and board

Minimum Qualifications:

- 3+ years of finance or accounting experience
- 3+ years overseeing technology systems or IT vendors
- Finance-related degree
- Proficiency in QuickBooks and Microsoft 365
- Experience working with HR and payroll vendors

Preferred Qualifications:

- Nonprofit experience
- Familiarity with Salesforce or another CRM system

Salary Range:

- \$85,000-\$100,000

How to Apply:

Please send your resume and cover letter to Jason Sanders jsanders@bestprep.org. No phone calls, please. Applications will be considered as they are received.