AIR-CONDITIONING, HEATING & REFRIGERATION INSTITUTE
VICE PRESIDENT, FINANCE
POSITION SPECIFICATIONS

CLIENT

Our client, the Air-Conditioning, Heating & Refrigeration Institute (AHRI) is the trade association representing manufacturers of HVACR and water heating equipment within the global industry.

AHRI’s 315 member companies manufacture quality, efficient, and innovative residential and commercial air conditioning, space heating, water heating, and commercial refrigeration equipment and components for sale in North America and around the world, and account for more than 90 percent of HVACR and water heating residential and commercial equipment manufactured and sold in North America.

AHRI advocates on behalf of its members at all levels of government, working to ensure that members’ interests are included in final drafts of legislation. We also have a certification program that is relied heavily upon by regulators for accurate and unbiased evaluation of heating, water heating, ventilation, air conditioning, and commercial refrigeration equipment. Lastly, AHRI develops industry-recognized performance standards for industry equipment. These three tiers are at AHRI’s core.

Aside from these three tiers, AHRI is viewed as a resource for industry shipment data, education and workforce information, and research. AHRI is an industry powerhouse, providing our members with one industry voice, both domestically and abroad.

AHRI’s mission statement is:

To be the advocate of North American HVACR and water heater manufacturers and a global leader of the industry.

The organization’s strategic objectives are as follows:

- To have global influence on and be the source of HVACR and water heating equipment performance standards, certification programs, and information
- To be the leading, recognized, indispensable voice in the development of environmental and energy policy impacting the industry
- To promote the health and well-being of the industry and raise the awareness and image of the industry among all stakeholders
Consultants in Executive Search

AHRI is a North American Trade Association with Global Interests and Services. AHRI employs a staff complement of 110 employees in its Arlington, VA offices. Total operating budget for AHRI is approximately $38 million. Revenue is derived from membership dues (approximately 24%) certification and testing programs (approximately 58%), an annual industry conference (approximately 13%), investment earnings (approximately 3%) and, to a smaller extent, the sale of industry publications (approximately 1%).

AHRI also has two affiliated entities, REES and North American Technician Excellence (NATE). REES is a scholarship foundation established to assist with the recruitment and competency of future heating, ventilation, air conditioning, and refrigeration (HVACR) technicians by awarding scholarships to qualified students who are enrolled in an institutionally accredited school. The Rees Scholarship Foundation has awarded nearly $850,000 to 500+ deserving students since 2003. Each year, the foundation awards scholarships of up to $2,000 each to qualified students who are enrolled in an HVACR program at an accredited institution. NATE is an organization that certifies installation or service technicians with a knowledge-based test. Organizations that are part of the NATE coalition include the U.S. Environmental Protection Agency and American Society of Heating, Refrigeration and Air-Conditioning Engineers.

For more information about AHRI, please refer to www.ahrinet.org.

THE ROLE

AHRI seeks a proactive and proven financial leader for this role of Vice President, Finance. The successful candidate will direct and manage all financial and accounting activities for AHRI and two affiliated entities, REES and NATE. The Vice President, Finance will provide leadership and coordination for budget management, financial analysis, forecasting, accounts payable, accounts receivable, and financial reporting. The Vice President, Finance will interface with the Certification program and is the primary liaison to the Board’s Audit Committee and Budget & Investment Committee. The Vice President, Finance reports directly to the Chief Operating Officer (COO) and assists others on the senior leadership team on all strategic and tactical matters as they related to budget management, cost benefit analysis, forecasting needs and management of the certification and membership dues collection process.

Essential Duties and Responsibilities include:

- Oversee the management and coordination of all fiscal reporting activities for the organization, including organizational revenue/expense and balance sheet reports, reports to funding agencies, tax returns, lobby report data, project assessments, development and monitoring of organizational and contract/grant budgets.
- Maintain and oversee accounts payable; accounts receivable; the determination and invoicing for: member dues and certification fees; reconciliations; banking and investment activities; business insurance plans; and, the maintenance of fixed assets of the organization and its related organizations.
Oversee the production of monthly reports including all account and fund reconciliations, as well as financial statements and cash flow projections for use by Executive management and the governance committees.

Develop and maintain systems of internal controls to safeguard financial assets of the organization. Oversee the coordination and activities of independent auditors ensuring all audit issues are resolved, and all compliance issues are met, and the preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information.

Participate in developing new opportunities for AHRI, by assisting the CEO, COO and senior staff in the drafting of budgets and determining the cost impact of current and proposed services.

Serve as the Executive Assistant and staff liaison to the Board’s Audit Committee and the Budget & Investment Committee.

Monitor the certification programs and participate in management reviews and goal setting, as well as the external certification audits.

Lead, mentor and develop a finance and accounting team of five (5).

Perform special projects and analyses as requested by the COO and other members of the senior leadership team.

EDUCATION AND EXPERIENCE

A Bachelor’s degree in Accounting, Finance, Business Administration or closely related field.

An advanced degree and/or CPA certification is highly desired.

Significant (ideally 7 or more years), progressive leadership experience in accounting, or finance leading to an executive level role.

Initial experience in public accounting and/or internal auditing is preferred.

Prior experience in a nonprofit organization, preferably a membership-based or trade organization is a plus, but not absolutely required. Familiarity with accounting, financial and banking laws and rules and regulations as it relates to tax-exempt organizations is desired.

Prior experience working with a board and its committees will distinguish the most attractive candidates.

Proficiency with information technology systems to include Microsoft Office Suite (particularly MS Word and Excel), CRM systems (Abila netFORUM), accounting systems (Dynamics GP), and payables systems (AnyBill) is highly preferred.

A basic understanding of institutional investment principles and modern portfolio theory is a plus.

PERSONAL CHARACTERISTICS

Leadership: ability to influence others to perform their jobs effectively and to be responsible for decision-making

Business Acumen: ability to grasp and understand complex business concepts and issues

Analytical Skills: ability to use critical thinking and sound reasoning to solve problems
• Communication: ability to effectively converse and listen to others regarding organizational matters; able to communicate with a diverse audience; able to use proper written and grammatical skills
• Customer Service: ability to work and communicate well with members and internal staff; commitment to quality service; comfortable working with technical date and interacting with technical staff
• Decision Making/Problem Solving Skills: ability to take action in solving problems while exhibiting judgement and a realistic understanding of issues
• Financial Aptitude: ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions
• Integrity: subscribes to highest standards of personal and professional integrity, character, and values
• Proactive: actively seeks to add value, expertise, and counsel to other members of the senior leadership team

COMPENSATION
The projected compensation range for the successful candidate will be competitive and in accordance with the background and experience of the selected individual. Compensation is supplemented by a comprehensive benefits package.

NON-DISCRIMINATION
AHRI and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other legally protected categories.

APPLICATION PROCESS
AHRI is committed to a search process that is objective and transparent, and has retained EFL Associates to manage the process. Interested parties should refrain from contacting executive team or associates of AHRI and its affiliates and instead direct all inquiries to EFL Associates.

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Consultants in Executive Search