

Chief Financial Officer

Description

Connecticut economic development organization seeks a part-time Chief Financial Officer (CFO) consultant to support its rapid growth as the leading provider of entrepreneurial services across the state. This is a leadership role for a disciplined and action-oriented individual or firm, who can handle multiple priorities simultaneously, and seamlessly. Travel required. Compensation commensurate with experience.

About Us

The Women's Business Development Council (WBDC) is a 501(c)(3) non-profit organization, providing entrepreneurial training, financial education, and access to capital services to women entrepreneurs for over 20 years. Headquartered in Stamford with regional offices in New Haven and New London Counties, WBDC has assisted in the creation of nearly 1,800 businesses, supported the sustainability and expansion of 3,800 established businesses, and created more than 4,900 jobs.

What We Seek

The ideal candidate will have hands-on, non-profit experience, specifically in the area of compliance, managing federal and state grants and contracts. This optimistic, big-picture thinker will work with the CEO and COO to formulate sustainable and realistic financial plans for the organization. Superior analytical, organizational, and presentation skills are a must. This person will work closely with WBDC's Director of Finance & Operations, as well as the Board Treasurer and Finance Committee.

Duties and Responsibilities

The CFO will be responsible for managing all financial aspects of the organization, including compliance and audit activities. Responsibilities include overseeing cash flow planning, preparing and reviewing budgets, and tracking operational metrics (KPIs). To be successful in this role, you should have in-depth knowledge of risk management methods and the ability to create forecasting models.

Reporting

- Manage allocations for grants/contracts
- Analyze financial information detailing assets, liabilities, and capital; conduct account and variance analysis to provide detailed support for assets and liabilities on a monthly basis
- Prepare and issue monthly balance sheet, profit and loss statement, and other reports on a timely basis as needed to summarize and interpret current and projected financial position for organization leadership
- Oversee and assist in the preparation of long-term financial forecasts in conjunction with the Development Department and in concert with the organization's strategic plan
- Collect appropriate data and prepare management reports
- Prepare and submit state and federal grant reporting by statutory deadlines

Budgets

- Prepare and monitor grant budgets, i.e. original and budget vs. actual; ensure proper allocation and consistency between all grants
- Review annual financial budgets

Systems

- Manage all data collection systems and analyze outcome metrics for both internal and external use
- Install, modify, document, and coordinate implementation of accounting systems and accounting control procedures
- Submit recommendations for improving the organization's accounting operation
- Evaluate grant expense allocation processes; suggest both operational and technical changes to methodologies that will improve efficiencies and accuracy of the allocation process, and ensure that we are maximizing the allocation on WBDC resources and expenses

Audits

- Manage all audits (Single State Audit; Financial Statement Audit; federal and state agency audits)
- Recommend and implement processes and systems to ensure clean opinion from auditors from their State Single Audit

Qualifications

- Bachelor's Degree in Finance, Accounting, Management, Operations, or analytical discipline
- Master's Degree in Accounting or Business Administration-Finance; equivalent business experience will be considered
- Certified Public Accountant or Certified Management Accountant designation preferred
- Prior experience as the CFO for a non-profit organization; experience working with external auditors, compliance and regulatory oversight
- Excellent knowledge of data analysis, risk management and forecasting methods
- Advanced Excel proficiency; 10+ years of practical experience using Excel for building and maintaining financial models
- Hands on working knowledge with QuickBooks and knowledge of Office Suite
- Excellent spoken and written communication skills; experience collaborating with a talented and passionate executive team
- Commitment to results; "can-do" mindset; outstanding problem-solving ability
- A natural curiosity and a "big picture" mentality; passion for the organization's mission

Please apply if you:

- Possess an *Entrepreneurial Mindset* – creative, motivated, enthusiastic, and energetic
- Are highly detailed, and can see the big picture while working in the day-to-day
- Thrive in a fast-paced environment, and are comfortable with change
- Take initiative, and are willing to go above and beyond

How to Apply

Interested candidates should email their cover letter and resume to resumes@ctwbdc.org. Please list WBDC CFO Position in the e-mail subject line.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

WBDC, Inc. Equal Employment Opportunity Statement

WBDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome qualified applicants to receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.