



Chief Financial Officer

Overview

The Women's Business Development Council (WBDC) is seeking a driven and passionate Chief Financial Officer (CFO) 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, who can handle multiple priorities simultaneously, and seamlessly.

Reporting to the Chief Operating Officer, this position will lead the financial function of the organization and oversee IT and facilities management. The ideal candidate will have hands-on, non-profit experience, specifically in the area of compliance, managing federal and state grants and contracts, as well as foundation and corporate grants. 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, leadership and presentation skills are a must. This person will work closely with WBDC's senior leadership team, as well as the Board Treasurer and Finance Committee.

WBDC is currently operating in a hybrid model. This position will be based in WBDC's Stamford, New Haven or New London office. Occasional travel to our offices and other locations across Connecticut will be required. WBDC requires all employees to provide proof of full COVID-19 vaccination. Qualified individuals seeking an exemption from this vaccination requirement may apply for a medical or religious exemption. The role is part time at 4 days/week and the compensation range is \$105,000 to \$115,000 for four days/week.

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). The role will also oversee the organization's IT and facilities management, and manage a small team. 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; 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
- Analyze financial information, including account and variance analysis, to provide proper detail support for assets and liabilities on a monthly basis
- 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

Financial 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

IT and Facilities Management

- Oversee relationship with IT vendor and all IT needs for the organization
- Oversee smooth operations of office facilities

Other

- Special projects as needed
- Perform other duties as required

Qualifications

- Master's Degree in Accounting or Business Administration-Finance; equivalent business experience will be considered
- Certified Public Accountant or Certified Management Accountant designation preferred
- 10+ years of experience in accounting
- 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; practical experience using Excel for building and maintaining financial models
- Hands on working knowledge with QuickBooks and knowledge of Office Suite
- Strong interpersonal and communication skills, and ability to build trusted relationships
- Excellent spoken and written communication skills; experience collaborating with a talented and passionate executive team
- Strong organization and presentation skills
- Excellent people management skills
- Commitment to results; "can-do" mindset; outstanding problem-solving ability
- A natural curiosity and a "big picture" mentality; passion for the organization's mission
- Must have own transportation as this position requires travel between locations.

About Us

Headquartered in Stamford with regional offices in New Haven and New London, WBDC is the statewide leader of entrepreneurial education for women. For over 20 years, we have provided women with the skills, resources, and networks to succeed in business. WBDC has supported economic development by assisting in the creation, sustainability, or expansion of more than 6,500 businesses and 8,750

jobs, and helping businesses to access more than \$24,900,000 in loans and grants.

WBDC offers a competitive benefit package including health, dental, vision, and life insurance, a retirement plan, paid time off, and holidays, in a supportive working environment.

How We Operate

We are a team of 30 talented individuals who collectively deliver outstanding results through a high level of passion and commitment.

Please apply if you:

- Possess an *Entrepreneurial Mindset* – creative, motivated, enthusiastic, and energetic
- Are highly detailed and demonstrate a strong sense of urgency in setting and meeting deadlines
- Can multi-task, and jump between projects
- Thrive in a fast-paced environment, and are comfortable with change
- Take initiative, and are willing to go above and beyond to achieve results
- Can work independently, and see the big picture while working in the day-to-day
- Prosper in a culture of teamwork and growth, and value collaboration

How to Apply

Interested candidates that are familiar with this job posting and excited by this opportunity should email their cover letter, and resume to resumes@ctwbdc.org. Please list WBDC CHIEF FINANCIAL OFFICER in the e-mail subject line. No phone inquiries.

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.