The Vice President, Finance is a critically important member of the Connecticut Science Center’s senior management team, leading all aspects of financial operations, providing strategic financial leadership and insight and presenting clear and accurate financial plans, updates, reports and analysis to inform operations in order to assist with decision-making, planning and strategy. The role requires highly effective inter-departmental and interpersonal collaboration and communications skills, with visibility across the organization and to the Board of Trustees.

- Work closely with senior leadership in determining financial goals and developing strategies to achieve financial objectives
- Prepare, analyze and present financial statements and reports in an accurate and timely manner; clearly communicate routine monthly, quarterly and annual financial updates to senior leadership and the Board of Trustees Finance Committee
- Manage and perform annual budgeting, forecasting and planning processes, administer and review all financial plans and budgets; monitor progress and changes and produce monthly budget versus actual reports
- Manage organizational cash flow and forecasting
- Manage and perform annual budgeting, forecasting and planning processes, administer and review all financial plans and budgets; monitor progress and changes and produce monthly budget versus actual reports
- Manage organizational cash flow and forecasting
- Monitor and assure the Science Center’s tax-exempt 501(c)3 compliance, including submission of annual IRS Form 990, with sufficient review and approvals by Board of Trustees
- Manage annual audit, coordinate activities with outside accounting firm, review firm’s performance, coordinate and attend Board of Trustees Audit Committee meetings
- Manage investment activities with outside investment managers, calculate annual use for operations, coordinate and attend Board of Trustees Investment Committee meetings
- Manage the organization’s financial operations including oversight of day-to-day accounting functions, accounts payable, accounts receivable, maintenance of the general ledger and treasury, and appropriately accounting for fixed assets
- Review/monitor departmental staff and serve as backup to Finance Manager (or others as may be determined) during absences
- Monitor and maintain internal controls while overseeing financial systems and related compliance requirements
- Working with the Development Team, produce financial reports for foundation and other grants as needed
- Update and implement all necessary written business and accounting practices as needed
- Contribute analysis and collaborate in preparation of near and longer term capital needs assessment as needed
- Other duties as assigned

**Desired Qualifications:**
- Bachelor’s degree in accounting, finance or related field required
- Working knowledge of GAAP, audits and other regulatory requirements in the financial field, including not-for-profit accounting
- 7-10 years relevant work in non-profit finance management and accounting or equivalent roles
- Expert computer skills, including Microsoft office, with proficiency in Excel
- Eye for detail and accuracy is imperative
- Excellent organizational, verbal and written skills
- Ability to multi-task, work in a fast paced environment and meet deadlines
- Ability to work on – site and independently
- Ability to work with confidential information and exercise discretion and judgment
• Personal qualities of integrity, credibility and dedication
• Proficiency in Abila MIP financial software a plus
• Knowledge of Fixed Asset Software a plus
• Knowledge of Tessitura point of sale system a plus
• Knowledge of EZ Content Manager software a plus
• Knowledge of Adaptive Budgeting and Reporting software a plus

Qualified applicants will go through an application process, an interview process and if an offer is made, must successfully complete a background and credit check.

To apply, send a cover letter and resume to HR@ctsciencecenter.org by Friday February 14, 2020 and reference “VP Finance” in the subject line.

The Connecticut Science Center is an Equal Opportunity Employer