Connecticut Science Center

Vice President, Finance

Job Title: Vice President, Finance

FLSA: Exempt Full Time (40 hours a week)

Reports To: President & CEO

Summary
Serving more than 300,000 adults and children each year, the Connecticut Science Center is the state’s premier destination for informal science learning, a top tourist attraction, a hub for teacher training, and one of the state’s foremost resources for Science, Technology, Engineering and Math (STEM). The Finance Department is responsible for the Science Center’s planning, organizing, auditing, accounting for and controlling its company’s finances.

Key Responsibilities
Responsibilities include, but are not limited to the following:

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
- 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

Requirements and 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

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing
- Reach with hands and arms, twist, bend, stoop, kneel, or crouch.
- Ability to lift and/or move 10 pounds and occasionally lift and/or move 25 pounds
- Moderate to long periods of standing and sitting for several hours in duration are required.
- Consistently operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must work on-site

Qualified applicants will go through an application process, interview process and must successfully complete a background and credit check.
To apply, send a cover letter and resume to HR@ctsciencecenter.org and please reference “VP Finance” in the subject line by Friday, July 10, 2020.

The Connecticut Science Center is an Equal Opportunity Employer