

Norwalk Community College Foundation

I88 Richards Avenue, Room E311

Norwalk, CT 06854

Finance Director Position Description

The Norwalk Community College Foundation, Inc. (NCCF) is an independent 501(c) (3) corporation that supports and raises funds for the benefit of Norwalk Community College (NCC), its students and faculty, to further the educational purposes of NCC. The Finance Director has primary responsibility for preparing, planning, implementing, managing and controlling all finance and accounting related activities including budget management and financial reporting for the NCCF. The Finance Director reports to the Executive Director and provides support to the Finance and Audit Committees of the Board of Directors, and collaborates with a number of external partners to provide strategic recommendations based on financial analysis, projections and other relevant data.

Duties and Responsibilities:

- **Financial Management:** Lead all aspects of fiscal oversight, including planning and management for the organization. Responsible for all accounting services including internal control systems and the design of internal processes for functional areas such as: bookkeeping, cash management, accounts receivable/payable, payroll and employee benefits, General Ledger reconciliations, monthly or quarterly adjustments, and financial reporting. Implement and maintain financial policies.
- **Financial Reporting:** Prepare periodic reports for the Executive Director and the Board along with financial statements, IRS Form 990 filings and the NCCF annual report. Act as primary liaison to external auditors during annual audit and to ensure compliance and timely filings. Generate and present quarterly financial and investment package for management and the Board of Directors. Work with the Finance Committee to establish the Foundation's endowment investment and spending policy as required under CT Uniform Prudent Management of Institutional Funds Act. Responsible for maintaining fiscal accountability and compliance with Generally Accepted Accounting Principles (GAAP) and private and public donor requirements. Responsible for the financial reporting aspects of legal and regulatory compliance issues to ensure that the NCCF meets the highest standards of operational quality for non-profit organizations.
- **Financial Planning and Analysis:** Create and oversee the implementation of the annual operating budget along with special event and /or other ancillary budgets to reflect the NCCF's goals and support the strategic plan. Monitor outflows to make sure activities are within budget constraints.
- **Investment and Cash Management:** Manage cash flow and maintain excellent working relationships with bankers, financial services providers and endowment managers. Calculate and evaluate performance by manager along with total endowment. Develop cash investment sources with reasonable returns and adequate safety. Implement Finance Committee decisions relative to the Foundation's assets (currently \$25 million).
- **Operations:** Ensure smooth operations within all Finance, Accounting and HR areas of responsibility. Maintain and update HR policies and procedures to align with and support mission. Administer benefits programs, including health plans, COBRA, pension plans, vacation and sick accruals. Report funding requirements for grants to NCC including the determination of funding sources. Create/review individual project/program and scholarship budgets, review expenditures and financial reporting with amount available to fund to NCCF/funders, and disburse scholarship and program funding. Coordinate with the Director of Development regarding financial matters involving treatment and recognition of contributions and accounts for grants and other restricted gifts. Support grant administration via payment and communication of grants awarded.
- **Organizational Planning and Leadership:** Collaborate with the Executive Director to ensure the alignment of organizational scholarship and college grant strategy with budget and funding needs. Manage strategic relationships with external finance, accounting and HR service providers. Provide counsel and creative approaches to manage emergent finance, accounting, information systems, facilities and business issues with an effective, efficient and affordable framework.
- **Risk Management:** Responsible for maintaining adequate insurance policies, related risk management issues and document retention.
- **Information Technology:** work with NCC's information technology staff to provide adequate IT systems including backup and archive storage. Manage all Blackbaud updates.

Knowledge - Skills & Abilities:

- Finance professional, CPA and/or MBA with 10+ years of experience
- Strong analytical skills with high attention to detail, including experience with growth rate calculations
- Proficient in Microsoft Office. Blackbaud Financial Edge experience preferred
- Knowledge of non-profit financial best practices
- Investment management experience
- Budget preparation and management experience
- Data mining and outcome measurement experience
- Highly effective leadership, oral and written communication skills, and a customer service orientation
- Excellent organization, teamwork and interpersonal skills

Interested candidates should submit a resume and cover letter Carrie Bernier at cbernier@norwalk.edu.
Salary range: \$110,000 - \$120,000.