



## JOB DESCRIPTION

**Future 5** connects motivated, under-resourced students in Stamford to the people and resources they need to achieve their educational, career and life goals.

**Future 5** is searching for a **Finance Director** with well-developed management skills to provide the capacity needed for **Future 5** to expand its goals and scope of work. The **Finance Director** will have the experience and temperament needed to maintain a consistent and positive, yet structured workplace in a fast-paced educational environment. The **Finance Director** will report to the Executive Director and is responsible for the management of Future 5 finances and oversight of operations, while supporting a team of staff members in delivering the mission of Future 5.

**POSITION TITLE:** Finance Director

### **KEY RESPONSIBILITIES:**

#### Financial Reporting and Analysis:

- Prepare and review financial statements
- Establish and perform functional allocation of costs and monitor programming / admin expenditures
- Analyze financial data to identify trends, anomalies, and areas for improvement
- Prepare reports and presentations for management and stakeholders
- Ensure compliance with accounting standards and regulatory requirements
- Support and complete annual audits of financial statements

#### Accounting Operations:

- Oversee and perform day-to-day operations of the accounting department
- Manage accounts payable, receivable, and payroll processes
- Ensure accurate and timely recording of financial transactions
- Perform timely bank reconciliations and other accounting procedures

#### Cash Management:

- Track cash inflows (receipts from donations, etc.) and outflows (payments to vendors, employees, etc.) to ensure Future 5 has sufficient funds to meet its obligations
- Execute cash investment strategies as directed by the Finance Committee and / or the Board
- Optimize cash reserves by finding the right balance between cash needed to cover immediate needs and investing excess funds to generate returns
- Manage and maintain strong relationships with banks and other financial institutions

- Ensure that all financial transactions and processes comply with relevant laws, regulations, and internal policies

#### Budgeting and Forecasting:

- Develop, monitor, and manage budgets
- Prepare financial forecasts and projections
- Analyze variances between actual and budgeted performance

#### Development and Fundraising:

- Manage and support Development CRM “Donor Perfect”
- Management and Oversight of Database Manager
- Work closely with development team regarding fundraisers, donations, and financial reports.

#### Operations

- High-level oversight of operations and supervision of office manager
- Onboard all new hires, including completion of background checks
- Maintain employee records
- Manage employee benefits
- Update Future 5 Policies and Procedures Handbook annually

#### **REQUIREMENTS AND SKILLS:**

- Minimum 5 years of accounting experience
- BS/BA in accounting, finance, or other relevant fields
- Expertise in QuickBooks, MS Office, and other financial management software
- Excellent analytical, communications, and interpersonal skills
- Non-profit experience is preferred
- An original thinker with outstanding personal organization, time management, and attention to detail
- Energy, optimism, and a commitment to Future 5’s mission

Salary \$80,000 - \$85,000 and competitive benefits package.

Email resume and cover letter to [aduboismwake@futurefive.org](mailto:aduboismwake@futurefive.org)

*Future 5 is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. Future 5 does not discriminate on the basis of race, color, national origin, ethnic background, religion, political orientation, genetic information, sexual orientation, age or disability.*