

Director of Finance

FLSA Status	Exempt
Reports to:	Chief Financial Officer
Workplace:	Remote
Annual Base Salary Range:	\$155,000-175,000
Interested candidates should send cover letter and resume to hr@nysernet.org	

JOB SUMMARY

The Director of Finance is responsible for ensuring accurate financial planning, reporting and analysis to guide strategic decision-making. They manage budgeting, forecasting, and compliance, while also identifying opportunities for cost efficiency and financial growth.

KEY RESPONSIBILITIES

Financial Strategy and Planning:

- Participate in the development and implementation of financial strategies and plans to support the organization's goals.
- Lead long-term financial forecasting and budgeting.
- Provide financial analysis and insights to inform business decisions.
- Manage investment and banking relationships.
- Contribute to the development of overall organization strategies and initiatives.

Financial Management and Reporting:

- Manage accounting, financial reporting, and compliance with regulatory requirements.
- Prepare financial reports, statements, and analysis for the board of directors and senior management.
- Manage cash flow and investments to optimize the organization's financial position.

Financial Operations:

- Implement financial systems and technologies to improve efficiency and accuracy.
- Manage payroll and benefits, including compliance.
- Manage 403(b) plan including participant notices, manage 3(38) fiduciary relationship and prepare and file forms.
- Manage and renew general, pollution, E&O and D&O insurances.

Risk Management and Compliance:

- Assess and manage financial risks, including market risk, credit risk, and operational risk.
- Ensure compliance and filings with financial regulations and standards.
- Manage the organization's internal controls and audit processes.

Contract Oversight:

- Review and negotiate vendor contracts and member agreements.
- Work closely with external legal resources.

Cross-Functional Collaboration and Relationship Management:

- Collaborate with other executives and departments to align financial strategies with business objectives.
- Build and maintain relationships with members, vendors, and other stakeholders.
- Foster a culture of innovation, collaboration, accountability and continuous improvement.

QUALIFICATIONS

- Bachelor's degree in finance or accounting and CPA certification required.
- 8+ years' experience in finance and accounting leadership roles.
- Experience with financial software and technology.
- Ethics training and a strong commitment to ethical conduct in all financial matters.
- Strong attention to detail, analytical and problem-solving skills.
- Strong strategic planning and execution skills.
- Excellent reading comprehension, communication, presentation, and negotiation skills.
- Exceptional leadership skills with the ability to inspire and motivate a team.
- Ability to travel to Syracuse office and NYSErNet events 4-6 times per year.

WORKING CONDITIONS

- Remote position with flexible work hours.
- Residence in New York State or the Tri-State area is required for agile travel to meetings in Syracuse, New York.

ABOUT NYSErNET

NYSErNet has and continues to deliver next-generation internet services to the research and education community for forty years. A trailblazer in research networking, NYSErNet is a member governed organization, with members from leading universities, colleges, K-12 schools, Regional Information Centers (RIC), museums, healthcare, and research institutions. NYSErNet is a vibrant, stable, and well-recognized organization, poised to further grow its services, membership and mission.

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