



JOB DESCRIPTION:

Chief Financial Officer (CFO)

ABOUT

NEKCV is a community-driven organization whose mission is to ensure high-speed broadband internet service is available to the most rural and underserved communities in the Northeast Kingdom, Wolcott and the Central Valley. Founded in 2020 we began network construction in 2021.

We're a small company of fewer than 20 employees, which means there's lots of room for growth and learning. Here at NEKCV, we're committed to creating an inclusive culture where all employees feel welcomed and valued.

NEKCV has an office and warehouse in Danville, a warehouse in Montpelier, an office and warehouse in Brighton, and performs much of its business remotely.

Job Overview: The CFO is responsible for overseeing the financial operations and grants management within the organization. This role involves managing all aspects of financial reporting, budgeting, forecasting, and compliance for both general operations and grant-funded programs. The CFO will work closely with the Executive Director, Board of Directors, Finance and Executive Committees, and program managers to ensure the financial health and sustainability of the organization.

Key Responsibilities:

1. Financial Management:

- Develop and implement financial strategies for overall financial health and grant management.
- Oversee all financial operations, including accounting, budgeting, forecasting, cashflow, and financial analysis.
- Ensure appropriate allocation of expenses on an ongoing basis and in compliance with government standards, organization contracts and grant agreements.
- Ensure the accuracy and completeness of financial records.
- Prepare and present financial reports to the Executive Director, Finance Committee, Executive Committee and Board of Directors.



- Create, maintain and implement the organization financial procedures manual, cost allocation standards, and reporting schedule/calendar for all contracts and grants.
 - Ensure compliance with all financial reporting and regulatory requirements.
- 2. Oversee Grant Compliance and Management:**
- Manage the Grant Manager position and support the Executive Director in grant development.
 - Manage financial obligations for all federal, state, local and third-party contracts and grants and work with the Executive Director and staff to assure compliance with program requirements of all grants and contracts.
 - Coordinate with program managers to develop realistic and achievable budgets for each organization program, project and funding source.
 - Review financial reports for all applications, contracts, grants and agreements.
 - Ensure timely and accurate submission of grant reports to funders.
 - Provide program managers with regular program funding source financial reports for internal management and in compliance with contract requirements.
 - Experience with 2 CFR 200 highly preferred.
- 3. Budgeting and Forecasting:**
- Develop and oversee the annual budgeting process.
 - Provide timely revenue reports, expenditure reports, and monthly accrual basis financial reports along with analysis of reports including financial recommendations to the Executive Director, Finance Committee and Executive Committee.
 - Develop and maintain financial forecasting models for long-term planning.
- 4. Strategic Planning and Leadership:**
- Collaborate with the Executive Director and senior leaders to develop strategic plans. Work as a thought partner for the evaluation of acquisitions and other strategic partnerships.
 - Advise Executive Director on all financial matters related to the operations of the organization, including financial implications for all capital purchases, building improvements, construction projects, and maintain an effective inventory control, depreciation schedule and property accounting system.
 - Provide leadership and mentorship to the finance team, fostering a culture of continuous improvement.
- 5. Compliance and Risk Management:**
- Ensure compliance with all federal, state, and local regulations and risk management, and lead a dynamic team to ensure financial stability and accountability.
 - Manage relationships with external auditors and ensure successful completion of audits.



Qualifications:

- Proven experience as a CFO or in a similar financial leadership role.
- Experience with telecommunication is highly preferred.
- Experience working with grants and/or nonprofit organizations is highly preferred.
- Proficient knowledge of governmental fund accounting and GAAP as applicable to governmental entities (GASB) and not-for-profits (FASB)
- Extensive experience in the financial and administrative management of federal funds; familiarity with the Uniform Administrative Guidance regulations
- Strong knowledge of accounting, budgeting, and financial analysis.
- Excellent leadership and strategic planning skills.
- Advanced use of Excel necessary. Smartsheet experience preferred. Experience with data management. Ability to develop financial analysis models.
- Strong analytical and problem-solving abilities.
- Excellent communication skills, verbal and written, in a variety of settings, with both financial and non-financial audiences
- Strong and effective experience in coaching, mentoring, and supervision of staff.
- Bachelor's degree in Finance, Accounting, or a related field; CPA or MBA preferred.

LOCATION, HOURS, AND COMPENSATION

Working Environment and Benefits

- Benefits are competitive, including 100% health insurance for the employee and up to 75% for the family; 30 days of combined time off; dental, vision, short and long-term disability, life insurance, and up to 3% retirement match.
- Position reports to the Executive Director.

How to Apply: Interested candidates should submit their resume and a cover letter detailing their qualifications, experience and expected salary range to careers@nekbroadband.org.