

Job Title: Business & Finance Manager

Location: Vermont

Reports to: NWCUD Executive Committee

Job Summary:

We are seeking a highly skilled and motivated Business & Finance Manager to join our dynamic team. As the Business & Finance Manager, you will be responsible for overseeing and managing all business & financial tasks related to the organization's day-to-day operations. This includes financial planning, budgeting, and analysis. Serve as the POC for communications with federal & state regulatory agencies and financing entities. Works collaboratively with Network Operations and Administration to achieve board-set objectives.

Key Responsibilities:

1. Financial Planning and Analysis:

- Develop and implement financial models for forecasting, budgeting, and variance analysis.
- Provide insightful analysis to support strategic decision-making and identify areas for improvement.
- Prepare regular financial reports for the board and stakeholders, highlighting key performance indicators and financial trends.
- Ensure accuracy and completeness of financial statements in accordance with regulatory standards.
- Prepare annual audit documentation and coordinate with vendors.

2. Budget Management:

- Collaborate with staff and network partners to develop annual budgets and monitor adherence to financial targets.
- Track and report on budget variances, providing recommendations for corrective actions as needed.

3. Government Grants:

- Research, identify, and apply for government grants and funding opportunities relevant to the organization's operations.
- Ensure compliance with grant requirements and reporting deadlines.

4. Operational Efficiency:

- Work closely with staff to identify opportunities for cost savings and process improvements.
- Implement and monitor financial controls to safeguard assets.

5. Cash Flow Management:

- Manage cash flow to ensure the organization's liquidity and optimize investment opportunities.
- Implement policies to mitigate financial risks and uncertainties.

6. Business Management:

- Oversee employee payroll, benefits, and deductions; adhere to NWCUD personnel policy and comply with all state employment regulations.
- Maintain a thorough knowledge of broadband industry trends and advise the board on planning and business development.
- Serve as POC and coordinate with legal counsel for organizational legal needs.
- Maintain adherence to Vermont Open Meeting and public entity requirements.
- Participate in and support NWCUD Governing Board and committee meetings as needed, as well as community regulatory body and state regulatory body meetings as needed.
- Perform all other related duties.

Qualifications:

- Bachelor's degree in finance, business, or a related field; MBA or CPA is a plus.
- Proven experience as a Manager or similar role, with a focus on financial business operations.
- Knowledge of government grant application processes and compliance.
- Strong analytical, problem-solving, and decision-making skills.
- Excellent communication and interpersonal skills.
- Proficient in financial software and Microsoft Excel.

Employment:

Some statewide travel is required, as well as occasional industry events. The position will be full-time remote, but office presence may be expected later.

This is a full-time salaried exempt position reporting to the NWCUD Executive Committee. Compensation will be competitive and appropriate to qualifications. Benefits include health insurance with 80% employer contribution, retirement savings programs, and paid time off.

NWCUD is an Equal Opportunity Employer.