

## Job Announcement

**Position Title: Director of Finance and Operations**

**Reports To:** Executive Director

**Date:** 2/10/2022

**FLSA Status** Exempt

BSCS Science Learning has an immediate opening for a Director of Finance and Operations.

### **About BSCS Science Learning**

BSCS Science Learning is an independent, nonprofit organization that develops, studies, and disseminates powerful approaches to science education. Our mission is to transform science teaching and learning through research-driven innovation. Founded in 1958, BSCS has brought the experience of inquiry learning to millions of students and teachers across the U.S. and around the world. Today, BSCS conducts research, develops instructional materials, offers professional learning programs for teachers, and conducts leadership development programs for schools and districts. Underlying all this work is a deep commitment to providing all young people with equitable, inclusive, and just science learning opportunities. As a result of significant growth in the last five years, BSCS currently has 60 employees and \$10 million in annual revenue.

### **Position Overview**

The Director of Finance and Operations is responsible for overseeing the business functions for BSCS Science Learning, a nonprofit educational research and development organization that receives most of its revenue in the form of grants from federal agencies and private foundations. On the finance side, the Director of Finance and Operations oversees BSCS's financial processes to ensure efficient and timely performance, adherence to internal policy, and compliance with grant award policies and procedures. On the operations side, the Director of Finance and Operations oversees information technology, facilities, and HR for the organization.

The Director of Finance and Operations also supports and guides program staff, who bring varying amounts of business and project management experience, in conducting the financial, business, and management activities associated with their projects.

The Director of Finance and Operations reports directly to the Executive Director and serves in the role of Corporate Secretary/Treasurer.

## **Essential Duties and Responsibilities**

Responsibilities include:

- Lead all finance and accounting functions, including
  - Conduct accounting and business practices to comply with US GAAP, federal award regulations, and private grant and contract guidelines and requirements.
  - Ensure adherence to sound business controls and practices
  - Prepare and file required federal and state reports in a timely and accurate fashion.
  - Develop annual organizational budgets and multi-year budget scenarios
  - Prepare financial statements and analyze budget performance for projects and for the organization on a quarterly basis
  - Oversee general ledger activity
  - Manage payroll services, accounts payable, accounts receivable, fixed assets, cash management, and the accounting information system
  - Monitor bank accounts and reconcile cash monthly
  - Supervise annual audit process
  
- Support principal investigators on grants and contracts, including
  - Participate at a project level for each award/contract regarding budget preparation, submission, and set up in all the accounting and reporting systems once funded.
  - Work with project leads in developing related agreements/contracts that will support funded awards/contracts with specific attention to financial terms and conditions, proper identification of contacts, and intellectual property concerns.
  - Meet with project leads on a regular basis to go over budgeted to actual performance.
  - Serve as the Authorized Organizational Representative for federal agencies
  
- Provide internal reporting for Executive Director and staff, including
  - Maintain budget tracking reports for the organization and for each individual project.
  - Maintain a staffing model to assist the management team in matching individual staff to projects that will inform the management team relative to staff capacity and will compare staffing plans to budgets for a specified period.
  
- Manage investments, including
  - Monitor all investment accounts
  - Serve as point of contact with investment advisors

- Work with Executive Director and Board of Directors to set and monitor investment strategies for organization's \$2M+ investment portfolio.
- Provide support for Board of Directors, including
  - Prepare budget, finance, and investment reports for three Board meetings each year.
  - Serve as staff liaison to the Audit and Finance Committee, including assisting the Committed Chair with setting the agenda for quarterly meetings and preparing materials for each meeting.
- Manage finance and operations departments
  - Oversee IT and facilities for 60+ person staff and 19,600 sq. ft. office building and warehouse.
  - Supervise finance and operations staff: Accountant, A/P Processor, Facilities Manager.

#### **Other Duties/Responsibilities**

- Maintain familiarity with the work and workflow for each area above and advocate for potential process improvements, help reconcile competing demands for support, bring situations to the attention of the management team that may have a greater organizational impact.
- Supervise, coach and mentor employees working in the operations division, including production, facilities, IT, and accounting staff.
- Conduct annual performance reviews and goal setting with each individual direct report and follow up with regular meetings to reflect on performance and progress towards annual goals.
- Other duties as assigned.

#### **Requirements:**

- Master's degree in management, finance, accounting, or similar.
- At least 10 years of experience managing multiple areas of operations with demonstrated background in accounting principles and practices, accounting processes, finance, and project accounting systems.
- Experience writing and negotiating contracts
- Experience as a successful supervisor

#### **Desired Experience and/or Formal Training**

- Nonprofit management and accounting
- Federal grants and/or contracts

#### **Essential Abilities and Qualities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions.

- **Leadership Ability:** Willingness to provide leadership in multiple areas of operations as well as do the work in several areas as needed. Demonstrated ability to provide leadership in a collaborative manner
- **Communications Ability:** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write compelling presentations and reports. Ability to make effective and persuasive presentations on complex topics to management, staff, board of directors, and visitors. Ability to Conceptualize ideas, documents, and projects, particularly from a business perspective and in a manner that improves the efficiency and quality of our work
- **Reasoning Ability:** Ability to apply sophisticated logical, scientific, and quantitative reasoning to a wide range of business and practical problems. Ability to develop creative solutions to increase the financial stability of a soft-money organization
- **Technology Skills:** Interest in and aptitude for understanding the role of technology in improving the efficiency and quality of our work. Excellent working knowledge of a wide range of applications to include being an expert user of Microsoft Excel and accounting software packages such as MIP. Interest in and aptitude for understanding the role of technology in improving the efficiency and quality of our work. In addition, fluency with Microsoft Word, Outlook, and PowerPoint and analogous **Google applications is essential.**
- **Supervisory Ability:** Ability to supervise, coach and mentor employees with job responsibilities in finance and operations, including accounting, IT, production, and facilities.
- **Personal Qualities:** Ability to meet deadlines under pressure. Readiness to roll up sleeves. While this position involves significant leadership and oversight, it also requires a substantial amount of hands-on work. Strong commitment to the educational mission of BSCS Science Learning.
- **Physical Activities:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Additional Information**

The full-time, annual salary range for this position is \$120,000 - \$145,000, depending on experience and qualifications.

**BSCS's Commitment to Social and Environmental Justice, Equity, Diversity, and Inclusion**

BSCS is committed to advancing science learning that is inclusive, meaningful, and advances the work of social and environmental justice. To learn more, visit <https://bscs.org/our-work/equity-social-justice/>.

BSCS Science Learning is committed to the recruitment of a diverse staff so that we can bring the broadest possible range of perspectives to our mission of improving science teaching and learning for a diverse audience. We are an equal opportunity employer. All applicants will receive consideration for employment without regard to age, race, sex, color, religion, national origin, disability (physical and/or mental), sexual orientation, gender identity or expression, veteran status, military obligations, marital status, pregnancy, genetic information, or any status protected by federal, state, or local law.

### **BSCS as a Workplace**

BSCS offers competitive compensation and a generous package of benefits, as well as a flexible and inclusive work environment, with a strong commitment to the professional growth of all staff. Our benefits for full-time staff include 26 days a year of paid time off, medical and dental insurance, and a generous retirement plan.

As a nonprofit research and development organization, BSCS's work is funded through a combination of government and foundation grants, service contracts from school districts and other education-focused institutions, licensing revenue, and charitable donations.

BSCS's offices are in Colorado Springs, ranked #4 in US News & World Report's 2020 Best Places to Live. Located along the Front Range of the Rockies one hour south of Denver, Colorado Springs is known for a mild climate, a vibrant arts community, and year-round outdoor recreation.

For additional information about BSCS and our work, prospective applicants are encouraged to visit the BSCS web site ([www.bsccs.org](http://www.bsccs.org)).

### **To Apply:**

Applicants should send a resume or curriculum vitae and a cover letter to [careers@bscs.org](mailto:careers@bscs.org). The cover letter should describe the applicant's relevant experience and interest in the position. *Please put "Director of Finance and Operations" in the subject line.* We will begin reviewing complete applications on February 18, 2022 and will continue accepting applications until the position is filled.