

**5Metis, Inc.**

**VP finance / Chief Financial Officer Position**

**GENERAL DESCRIPTION**

The VP finance / Chief Financial Officer (VP/CFO) provides both operational and strategic support to the organization. The VP/CFO supervises the finance unit and is the chief financial representative of the organization. The VP/CFO reports directly to the President/Chief Executive Officer (CEO) and directly assists the Chief Science Officer (CSO) on strategic and tactical matters as they relate to budget management, cost-benefit analysis, forecasting needs and the securing of new funding.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist in performing all tasks necessary to achieve the organization's mission and help execute staff succession and growth plans.
- Train the finance unit and other company staff on knowledge of financial management matters.
- Work with the CEO on the strategic vision, including assisting in fundraising and the development and negotiation of partnerships.
- Participate in developing new business, specifically: assisting the CEO and CSO in identifying new funding and partnering opportunities, drafting prospective programmatic budgets and planning/implementing financial integration.
- Ensure adequate controls are installed and that substantiating documentation is approved and available such that all purchases and financial transactions can pass independent audits.
- Prepare and provide the CSO with an operating budget. Work with the CSO to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements.
- Oversee the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, development and monitoring of organizational and contract/grant budgets.
- Oversee all purchasing and payroll activity.
- Develop and maintain systems of internal controls to safeguard financial assets of the organization.
- Oversee the preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information.
- Attend Board of Directors and Board committee meetings, including being the lead staff on the Audit/Finance Committee.
- Monitor banking activities of the organization.
- Ensure adequate cash forward coverage to meet the organization's needs.
- Administer the company's equity incentive plans
- Serve as one of the trustees and oversee administration and financial reporting of the organization's 401k Plan.

- Investigate cost-effective benefit plans and other fringe benefits that the organization may offer employees and potential employees with the goal of attracting and retaining qualified individuals.
- Prepare monthly reports, including financial statements and cash flow projections for use by executive management, as well as the Audit Committee and Board of Directors.
- Assist in the design, implementation, and timely calculations of wage incentives, salaries and other compensation for the staff and consultants.
- Oversee accounts payable and accounts receivable activities and ensure a disaster recovery plan is in place.
- Oversee business insurance plans and health care coverage analysis.
- Oversee the maintenance of the inventory of all fixed assets.
- Administer stock records and capitalization table management.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of:
  - Organizational development, human resources, and program operations.
  - General office software, particularly the Microsoft Office Suite
- Proven track record of significant involvement in negotiating and closing venture-backed funding rounds strongly preferred.
- Ability to foster and cultivate business opportunities and partnerships.
- Create and assess financial statements and budget documents.
- Recognize and be responsive to the needs of all stakeholders of the organization, including funding organizations, the Board of Directors, employees, strategic consultants and partners.
- Supervise staff, including regular progress reviews and plans for improvement.
- Communicate effectively in both written and verbal form.

## **EDUCATION AND EXPERIENCE**

### **Education:**

- Completion of a bachelor's degree at an accredited college or university.
- Completion of a master's degree at an accredited college or university or equivalent work experience.
- Certified Public Accountant (CPA) preferred.

### **Experience:**

1. At least two years serving at the Controller, Director of Finance or Chief Financial Officer level.
2. Five to seven years of financial experience and management experience with the day-to-day financial operations of an organization of at least five staff persons.
3. Any equivalent combination of education and experience determined to be acceptable.