



CHIEF FINANCE OFFICER

Veterans Education and Research Association of Northern New England, Inc.

INTRODUCTION:

The Veterans Education and Research Association of Northern New England (VERANNE) was established in 1989 and is registered in the State of Vermont as a non-profit 501(c)(3) corporation. It is part of a network of the US Department of Veterans Affairs (VA) non-profit corporations that provide a more efficient mechanism for private and non-VA funding of veteran-focused research and education which may include federal grants, pharmaceutical companies, health foundations and other private industry sponsors. Reporting to the Executive Director, the administrative staff includes an Operations Advisor, Director of Grants and Contracts, Manager of Accounting and Human Resources, and an Operations Coordinator in addition to over thirty research professionals included on its payroll. The program and administrative budget for the 2022 fiscal year was approximately \$4,000,000.

The position of Chief Finance Officer (CFO) will play a pivotal role in the growth and development of VERANNE, a multi-site nonprofit that includes research and education initiatives in the VA Health Care Systems in White River Junction, VT; Manchester, NH; Central Western MA; and Togus, Maine. In partnership with the Executive Director, the CFO will enhance VERANNE's strategic capacity for basic science, clinical research, and education by strengthening a responsive, *service-focused* administrative office that ensures funds are expended appropriately and effectively, in accordance with institutional policies, federal regulations and generally accepted accounting principles (GAAP).

KEY RESPONSIBILITIES

- Develop and monitor VERANNE's annual budget.
- Oversee the management of all VERANNE finances, expenditures, and investments.
- Ensure accurate financial records; prepare statements and reports for internal and external audiences, including VERANNE Board, VA, and associated stakeholders.
- Serve as key financial liaison to VERANNE Board, presenting quarterly Profit and Loss (P&L) reports, trends in financial status and identification of financial risks.
- Serve as responsible party, as needed, in the development and execution of grants and negotiation of contracts and subawards.
- Advise on post award spending and commitment activities; approve expenditures and oversee compliance related to fund and revenue.
- Oversee communication with research and education community supporting project status; create forecasting models and decision aides.
- Interpret complex government policies, including Federal Acquisition Regulations (FAR), Cost Accounting Standards, Office of Management and Budget (OMB) Circulars and sponsor guidelines.
- Assess VERANNE's current financial transactions and workflow across the enterprise with particular attention to prime federal awards and subawards; oversee and guide the implementation of an electronic Fund Management tool (CAYUSE) to ensure best accounting practices.



- Monitor general ledger, identifying and resolving any discrepancy with financial journals and cost transfers.
- Conduct audits to assess effectiveness of controls and accuracy of financial records.
- Lead the VERANNE financial team in preparation for annual audit.
- Develop positive and collegial relationships with investigators, their staff, and institutional stakeholders across the VA and all VERANNE sites to ensure open communication and timely response to inquiries.
- Participate in Nonprofit Program Office (NPPO) and/or National Association of Veterans Research and Education (NAVREF) trainings and activities, as relevant.
- Mentor accounting and operations staff as it relates to reporting, invoicing, ordering, and managing revenue; assists with financial inquiries from varied institutional stakeholders.
- Supervisory responsibilities include approving timesheets and conducting annual reviews.

ACCOUNTABILITY: Reports directly to the VERANNE Executive Director

SUPERVISORY RESPONSIBILITY: VERANNE Accounting Manager will report to incumbent.

QUALIFICATIONS:

- Bachelor's degree in accounting, business, health care management or related field required.
- Master's Degree in business administration or non-profit management strongly preferred.
- Five (5) to seven (7) years' experience in research finance administration, including financial modeling, budget preparation, compliance and management related to complex grants and contracts.
- NCURA/SRAi certification preferred or accomplished within 18 months of hire.
- Direct experience with US Dept of Veterans Affairs preferred.
- Experience mentoring and training mid-level research administrators preferred.
- Experience in strategic planning and process improvement.
- Demonstrated ability to oversee and cultivate productive teams.
- Excellent analytical and problem-solving skills.
- Commitment to the mission of service to the research community and Veterans education and research priorities.
- *A hybrid position will be considered; a 24–32-hour week will be considered.*

BENEFITS:

A competitive benefits package including medical, vision, dental insurance, retirement savings plan, and paid leave is available.

Please address inquiries or applications to:

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Executive Director, VERANNE

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