



OUT IN SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS, INCORPORATED

Position Title: Vice President of Finance
Date Prepared: August 8, 2019
Unit: oSTEM, Inc. Executive Committee

Directions for Application:

Submit a resume and cover letter to cortland.russell@ostem.org, for consideration by the oSTEM Executive Committee. The cover letter should highlight how your experience may contribute to the executive committee, and what you hope to gain by participating in a volunteer capacity with the organization.

Position Summary:

The Vice President of Finance acts as the Chief Finance Officer for oSTEM, Inc. They oversee the collection and administration of donations, sponsorships, and grants; the disbursement of authorized funds; the budgeting and accounting of all funds; and the preparation of annual tax and audit documentation. They make quarterly financial reports on the current status of the oSTEM budget to the oSTEM Executive Committee and assist the President & CEO with the maintenance of critical legal and risk management tasks including insurance, trademarks, and required non-profit registration activities. The Finance Department encompasses two Directors, Finance and Development, as well as any additional volunteers which the Vice President of Finance deems appropriate.

Responsibilities:

- Management of all department and operation budgets
- Preparation of quarterly reports
- Conducting of an annual financial audit
- Preparation of tax-related documents (Form 990 and all associated schedules)
- Tracking and management all funds, including donations, expenditures, and invoices through Quickbooks and associated platforms
- Management of grants and applications to corporate and government agencies
- Maintenance of good standing with the Connecticut Secretary of State's Office
- Support the renewal of annual non-profit insurance
- Renewal of licenses on all trademarks
- Collaboration across the organization to meet financial needs of all teams, including representation on conference sponsorship team
- Fiduciary and legal responsibility for the organization as a member of the oSTEM Executive Committee

Expectations:

- Attend bi-weekly virtual meetings with oSTEM Executive Committee
- Attend bi-weekly one-on-one meetings with the President & CEO
- Hold regular Finance Team meetings
- Attend annual oSTEM Leadership Retreat and Annual Conference
- Become familiarized with oSTEM financial platforms and accounts
- Represent oSTEM with professional behavior consistent with our mission and core values
- Applicants who progress to an offer will be asked to complete a volunteer and credit background screening prior to position start

Key Relationships:

- This position reports to the President & CEO
- Key interactions include:
 - Director for Finance
 - Director for Development
 - Sponsorship Committee