

## **Managing Director, Finance and Administration**

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### **NextCorps, Inc. Overview**

NextCorps, Inc. is a non-profit that helps entrepreneurs launch and grow successful startups and established companies grow their revenues and profitability. NextCorps manages a number of different programs including early stage technology commercialization, business incubators and accelerators, training programs, and project-based consulting services. NextCorps is an affiliate of the University of Rochester, governed by an independent board of directors.

### **General Description**

The Managing Director, Finance and Administration is responsible for all aspects of accounting and finance as well as for contract administration, human resources, insurance, and support for the organization's CRM system.

### **Essential Functions**

- Quarterly financial statements and reports
- Performance reporting (financial and operational metrics)
- Coordinate with independent auditors for audit and tax preparation
- Cash management
- Grant & Contracts – includes NYS and federal Grants for compliance and financial & program reporting components.
- Annual budget process, analysis, and details with rolling forecasts, including working with each program manager to develop and manage 'program level' budgets
- Manage relationship with professional employer organization (PEO)
- Payroll processing
- Human resource benefits and other corporate policy creation and implementation
- A/R management and collection
- Insurance strategy and negotiation
- Monitor portfolio of startup investments (primarily ~50 or so investments within the Luminate accelerator program)
- Participate in NextCorps Board of Directors meetings, and manage Finance/Audit Committee meetings
- Coordinate with UR finance and human resources personnel for periodic reporting for consolidation and controlled group issues

## Marginal Functions

- Manage subsidiaries and affiliates such as Luminate Venture Challenge Corp., Rochester BioVenture Center, Inc., and assist in accounting and audit for Rochester Angel Network, The Rochester Angel Fund LLC and The Rochester Angel Fund 2 LLC

## NextCorps Relationships

**Reports To:** President  
**Supervises:** Asst. Controller & Accountant

## Position Profile Requirements

- ◆ Highest ethical standards.
- ◆ Experience in non-profit and small organization accounting, preferably including contract administration
- ◆ Effective in team work and constantly evolving environments.
- ◆ Demonstrated ability to operate independently without close supervision and meet deadlines
- ◆ Excellent written and verbal communication skills in English including standard grammar
- ◆ 5+ years of experience with accounting, financial reporting, and contract administration (Federal, NYS, other)
- ◆ Experience with federal audit compliance
- ◆ Familiarity with budgeting, insurance, human resource benefits, and other administrative topics
- ◆ Understanding of investment basics
- ◆ Self-sufficient in Microsoft Office and general computer use.
- ◆ Strong technical competency required in QuickBooks and Excel
- ◆ Attention to detail
- ◆ Bachelors degree

### Preferred :

- ◆ Experience with government and foundation proposal creation desirable
- ◆ Experience with Salesforce
- ◆ MBA degree or CPA

## Position Details

**Location:** Sibley Square, 260 E. Main St., Rochester, NY 14604  
**Compensation:** Salary  
**Work Schedule:** Full-time

## **Important Note**

NextCorps reserves the right to modify, interpret, or apply this position description in any way the company desires. This position description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”

Qualified employees who, because of a physical or mental impairment that significantly limits a major life activity, require a reasonable accommodation to perform the essential functions of this position should notify their manager.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

## **To apply for this position:**

Please visit <https://jkexec.com/open-positions/>, or go directly to the job posting here: <https://jkexec.hungermedia.com/wp-content/plugins/bullhorn-oscp/#/jobs/971>