Future Generations University



ADMINISTRATIVE POSITION:

Finance Director

Join the team at Future Generations University! We are strengthening our culture of teamwork, professionalism and personal responsibility, where team members bring a positive mindset, are self-motivated, support their peers, practice effective time management, and are committed to positive social change.

FGU is hiring a **Finance Director** to provide leadership and oversight of the University's financial operations, accounting, budgeting, reporting, and financial planning functions. This position establishes financial management standards, strengthens internal controls, and ensures the accuracy, integrity, and timely completion of reporting in compliance with applicable regulations, grant and funder requirements, and University policies.

About Future Generations University:

The mission of Future Generations University is to advance research, learning, and action toward inclusive, sustainable community change worldwide. We are committed to providing high-quality education to those on the front lines of change, equipping students in the communities where they live with the tools, knowledge, and networks needed to thrive. As the University builds on decades of innovation, we will continue to foster a culture of growth and continuous improvement, one that responds to evolving challenges and remains dedicated to community-centered and world-circling impactful change.

Learn more: future.edu.

Equal Opportunity Statement
Future Generations University does not discriminate and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy), gender identity or expression, national origin, age, disability, marital status, veteran status, sexual orientation, or genetic information. Women, minorities, individuals with disabilities and veterans are encouraged to apply for job openings for which they qualify. In addition to federal law requirements, Future Generations University complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.

Reporting Structure
This position reports directly to the University President, for primary supervision, with secondary supervision provided by the Dean of Academics & Professional Learning.

The Finance Director will work closely with the University President, Director of Human Resources, other University leaders, and the Board of Trustees as appropriate. The Finance Director is responsible for providing strategic financial analysis, forecasting, and making recommendations to support institutional planning, resource allocation, risk management, and long-term financial sustainability. The Finance Director oversees the finance function of the University and its personnel. This position will lead the development and monitoring of institutional budgets, and promote sound financial practices and accountability across the University.

The ideal candidate is an analytical, detail-oriented, and proactive financial leader with strong management skills, sound professional judgment, and the ability to translate complex financial information into actionable recommendations. The successful candidate will demonstrate a commitment to financial integrity, continuous improvement, and collaborative leadership within a small, mission-driven university environment.

Key Responsibilities:

I. Financial Operations and Accounting

- Direct the University's financial operations, establish financial management standards, and maintain executive-level oversight of accounting and reporting.
- Develop, implement, and maintain effective monthly and quarterly reconciliation procedures.
- Monitor financial transactions and account balances to ensure accuracy, completeness, and appropriate documentation.
- Oversee the preparation of financial statements, internal reports, and supporting schedules.



- Maintain effective internal controls and recommend improvements to financial processes and systems.
- Lead the University's relationship with external auditors and financial advisors, coordinate audit readiness, and communicate significant findings, and corrective actions to the leadership team.

II. Budgeting and Financial Planning

- Lead institutional budgeting, long-range financial planning, and financial sustainability assessments in collaboration with the leadership team.
- Oversee cash flow forecasting, liquidity planning, and the University's ability to meet its financial obligations.
- Advise the President and the leadership team on material variances, financial risks, emerging trends, and recommend corrective action.
- Prepare financial forecasts, budget models, and revenue projections to support institutional planning.
- Conduct financial analyses to evaluate expenditures, resource allocation, operational performance, and financial sustainability.
- Provide recommendations to leadership regarding financial planning, cost management, and the effective use of University resources.

III. Grant and Restricted-Fund Management

- Establish oversight of grant and restricted-funds financial management, including compliance, reporting, cost allocation, and financial risk.
- Prepare and review financial documentation supporting grant reimbursement requests and related submissions.

- Monitor grant expenditures and funding requirements to support compliance with award terms, approved budgets, and applicable regulations.
- Coordinate with program staff and other University personnel to ensure expenses are appropriately documented and allocated.
- Support the preparation of financial reports and documentation required by grantors, funding partners, and other external stakeholders.

IV. Financial Compliance, Policies, and Risk Management

- Ensure financial practices align with applicable laws, regulations, accounting standards, grant requirements, and University policies.
- Lead the development of financial policies, internal controls, and recommend policy changes to the leadership team as appropriate.
- Support internal and external audits, financial reviews, and other compliance activities.
- Identify and evaluate significant financial exposures and risks, including revenue concentration, funding uncertainty, cash flow constraints, and internal control weaknesses.
- Enforce financial accountability across the University, including implementation of consistent financial policies, approval authorities, reporting expectations and due dates, and identify opportunities to strengthen operational efficiency.
- Maintain appropriate financial documentation and records in accordance with applicable retention requirements.
- Communicate potential compliance issues or material financial concerns to University leadership in a timely manner.

V. Financial Analysis and Institutional Reporting

- Direct institutional financial reporting, analyze financial results to form recommendations that will assist in executive decision making and strategic priorities.
- Analyze revenue, expenditures, cash flow, budget performance, and other relevant financial indicators.
- Develop multi-year financial models and forecasts; evaluate financial sustainability, to assess potential funding changes, operational needs, institutional priorities, and advise the leadership team on financial implications regarding implementation of various initiatives.
- Advise the leadership team about financial priorities, program costs, operating needs, and the affordability of new initiatives. Provide financial data and analysis to support strategic initiatives, program planning, and resource allocation.
- Establish expectations for financial reporting across the institution, and make recommended improvements to financial reporting systems, processes, and performance measures.

VI. Staff Supervision and Collaboration

- Lead the finance department, establish performance expectations, assist in the development of staff competencies, and delegate specific financial duties appropriately to each staff member to ensure quality and timeliness.
- Train, mentor, and support finance staff in accounting procedures, reporting requirements, and University policies.
- Establish consistent processes for financial reporting, reconciliations, documentation, and deadline management.
- Collaborate with University leadership, faculty, staff, and program personnel on financial matters.
- Promote a professional, accountable, and collaborative work environment that supports the University's mission and operational needs.

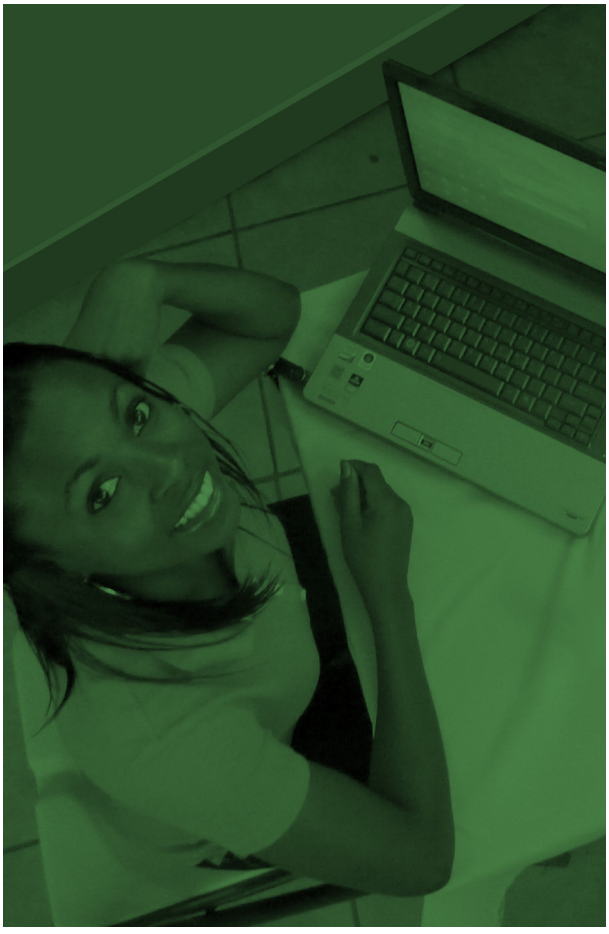


VII. Systems and Process Management and Improvement

- Direct financial systems strategy, data integrity, and process improvement.
- Maintain effective financial workflows, documentation practices, and reporting schedules.
- Oversee payroll-related financial controls and reporting in partnership with the HR Department, while maintaining clear responsibilities for system administration and payroll processing and compliance.
- Identify opportunities to automate or streamline recurring accounting and administrative processes.
- Support the implementation of updated financial procedures, systems, and staff training as needed.

VIII. Attend meetings, conferences, and training as needed

IX. Other duties as assigned



Qualifications & Capabilities:

- Bachelor's degree in accounting, finance, business administration, or a closely related field - required.
- Three-five years of progressively responsible experience in accounting, financial management, budgeting, financial reporting, or a related field.
- Experience working in a non-profit or higher education environment is preferred.
- Demonstrated knowledge of accounting principles, financial reporting, budget development and monitoring, cash flow management, account reconciliation, and financial analysis.
- Demonstrated ability to lead financial operations, provide supervision to personnel, ability to establish performance expectations, promote accountability and continuous improvement.
- Ability to analyze financial performance, develop forecasts, evaluate and identify discrepancies, and recommend corrective actions.
- Strong Proficiency with financial management systems, accounting software and spreadsheet applications used for financial analysis, budgeting, and reporting.
- Strong organizational, analytical, problem-solving, and communication skills.
- Ability to manage competing priorities, meet deadlines, and maintain accurate and confidential financial records.
- Demonstrated ability to work independently while collaborating effectively with colleagues and leadership.

Location and hours:

This position is a full-time exempt position, with an office based at the University's Headquarters (outside Franklin, WV), with the ability to work remotely on a partial basis. The position requires regular availability during normal business hours, generally from 9:00 am to 5:00 pm, Monday - Friday, with

an occasional need to work irregular hours and/or weekends. A successful candidate will be willing to meet productivity hour expectations to meet necessary financial deadlines, attend meetings, or support the University operations.

The candidate would need to be available to work an average of two-three days in-office per week, but can make arrangements with supervision staff to meet in-office productivity; lodging is available for multi-day stays. The Director of Finance must be able to coordinate effectively with their colleagues, faculty, and external partners, whose schedules may vary across the globe.

This position is expected to meet 1840 hours of productivity per year, with 1248 productivity hours worked in-office at the North Mountain Campus, located at 400 Road Less Travelled, Franklin, WV 26807.

Benefits:

- The salary range for this position is $72,000 - $78,000 per year, plus benefits. Actual salary will be commensurate with the experience, skills and qualifications that the candidate brings to the position.
- Retirement Matching (up to $200 per pay period)
- Health, Dental & Vision Plan available (employer pays 80% of employee and 50% of dependent premiums)
- Medical & Dependent Care FSA/DCA available
- Employer paid Short Term Disability
- Voluntary Long Term Disability available
- Employer paid $50,000 Life/AD&D Insurance Coverage
- Voluntary Life plans available for Employee, Spouse, and Dependents
- This position has the ability to determine their preferred holiday and time off schedule, Flexible Time Off (FTO).

Physical Demands:

This position requires the ability to perform essential job functions in both office settings and field environments as necessary. This position may include extended time periods of sitting, working at a computer, and participation in virtual and in-person meetings as necessary. This role requires the ability to occasionally travel, both domestically and internationally as required. This may include travel to locations that are not accessible by public transportation, thus the individual must be able to meet the travel requirements with or without reasonable accommodation. The position may be required to occasionally lift and/or carry materials weighing up to 25 lbs. Future Generations University is committed to providing reasonable accommodations to qualified individuals in accordance with the Americans with Disabilities Act and applicable state law.

Additional Information and How to Apply:

Information about Future Generations University is available on our website future.edu.

Interested candidates should send a letter of motivation, link to work samples, three professional references and CV/Resume to hr@future.edu.

