

Job Description/Notice of Vacancy

CHIEF FINANCIAL OFFICER/TREASURER UNIVERSITIES RESEARCH ASSOCIATION, Inc. Washington, DC

Universities Research Association, Inc. (URA), a nonprofit 501(c)(3) corporation consisting of 86 member universities, seeks a Corporate Chief Financial Officer (CFO) for its Washington, DC Office. In addition to its other activities, URA's primary responsibility for more than 40 years has been as management and operating contractor to the Department of Energy (DOE) for Fermi National Accelerator Laboratory, since 2007 in partnership with the University of Chicago, as Fermi Research Alliance, LLC (FRA). URA corporate headquarters, located in downtown Washington DC, provides a small office environment and the opportunity to work as a member of a high level team.

The CFO is accountable for the financial operations of the Corporation, including financial risk management, control systems, and reports to the Board of Trustees concerning the financial status of the organization. Responsibilities of the CFO may extend to equivalent duties for FRA. The CFO also performs all duties incident to the office of Treasurer, including the preparation of budgets and tax returns. He/she represents corporate management in its dealings with Government agencies and outside organizations, as required. The CFO participates in the development of new business and assesses the financial elements of prospective contracts, and provides oversight of the organization's investments. The position requires a strong background in not-for-profit and Federal government accounting and information systems and audit and business practices relevant to oversight of a large DOE "FFRDC" laboratory. A minimum of seven years experience is required at a senior leadership level.

Candidates must be experienced in the oversight of large government contracts, preparation and oversight of the operating budget, management and coordination of all fiscal reporting activities, and the oversight of independent auditors to ensure that audit issues are resolved and compliance requirements met. Experience with DOE contracting and performance review is highly desirable, as is experience with management and operating contracts, cooperative agreements, and procurement practices, policies, and regulations. Similar experience with other Federal agencies (e.g. National Science Foundation, NASA) would also be useful. The successful candidate must have at least a bachelor's degree in accounting or finance, and excellent communication skills; CPA is highly desirable.

The position is part time, 3 or 4 days a week, but may be full time, depending on the candidate and the responsibilities of the position. Some travel required. URA offers a fully competitive package of benefits. Salary is commensurate with background and experience.

Applications and nominations, including a one-page cover letter and resume, should be submitted electronically to URA-HR@URA-HQ.ORG (preferable); or by mail to:

CFO POSITION
Universities Research Association, Inc.
1111 19th St. NW, Suite 400
Washington, DC 20036

URA is an Equal Opportunity Employer. This position is subject to a background check.