



Chief Financial Officer/Chief Operating Officer Position Announcement

The West Virginia Regional Technology Park Corporation seeks a highly talented and experienced individual for the position of Chief Financial Officer/Chief Operating Officer (CFO/COO) for the West Virginia Regional Technology Park (WVRTP) located in South Charleston, West Virginia. This senior-level position will be responsible for managing the Park's financial and business operations, strategic planning, human resources, tenant services, information technology/security, and risk management. These responsibilities are achieved both through direct work and by support staff. In essence, the CFO/COO has primarily an internal focus along with a support role to the CEO. The CFO/COO is a member of the CEO/Executive Director's Management Team. Candidates should have a strong financial business background with emphasis on operation of a growing technology park within a large multi-disciplinary setting.

The Park: The West Virginia Regional Technology Park (WVRTP) in South Charleston, WV was acquired by the state from The Dow Chemical Company in 2010. The Park is a premier research and technology facility and a global leader in research and innovation as its tenants continue to generate new thinking, new ideas and new opportunities.

The current campus has more than 800,000 square feet of office and laboratory space under roof with new building space under construction. Organizations at the Park include energy, chemicals and materials, and biotechnology along with companies engaged in businesses related to technology. A significant focus is on increasing jobs and diversifying the state's economy.

WVRTP Corporation is operated under the direction of a unique not-for-profit corporation 501(c)(3) created by the State of West Virginia and has a separate Board of Directors for oversight. For more information on the park, visit: <http://www.wvtechpark.com>

Key Roles & Responsibilities: The Chief Financial Officer/Chief Operating Officer (CFO/COO) position will be primarily leading the financial and accounting functions along with key internal business operations. The following are the key focus areas and associated responsibilities in each:

Finance & Accounting Focus

- Supervise the accounting functions as to both internal accountant position(s) and outsourced accounting services.
- Ensure that the computerized financial management system, chart of accounts, and internal control systems are properly designed and maintained and provide meaningful and timely information.
- Oversee all financial planning, budget production, budget controls, and cash management needed to realize the Park's fiscal and business goals.
- Oversee external reporting and prepare financial reports and analysis for the CEO/Executive Director, the Board's Finance & Audit Committee and other required distribution.
- Prepare and presents financial statements, balance sheets, profit and loss statements and other financial documentation.
- Prepare and monitor company's various cash flow forecasts and perform financial modeling.
- Manage and control departmental expenditures within allocated budgets and actuals to budget analysis.
- Provide status of financial condition by collecting, interpreting, and reporting financial data to understand and manage the financial state of the Park.
- Prepare and monitor the Park's various cash flow forecasts and perform financial modeling.

Human Resources & Tennant Focus

- Oversee human resource programs, policies, procedures, and compensation including benefits administration.
- Ensure appropriate attention is given to maintain excellent tenant services and adherence to Park policies and practices.

Information Technology Focus

- Oversee day to day IT computer systems and functions associated with the Park through interacting with vendors engaged for IT products and services.
- Establish and direct processes, policies and procedures related to information technology.
- Manage all aspects of the technology infrastructure including security and core technology to deliver products and services, networks, information and architecture.

Business Operations Focus

- Negotiate or consult on all major transactions, review all contracts, and oversee all legal affairs for the Park supported by working relationships with outside counsel.
- Maintain an ongoing and evergreen lease abstract of all tenants and lease/service agreements.
- Oversee the purchasing function including RFPs and vendor management.
- Manage the administration, accountability and compliance with any grants received by the Park.
- Assist in the application for a variety of public and private grant funds.
- Provide business analysis support to the Park's Management Team to help improve the effectiveness and efficiency of the Park's business and facilities operations.
- Drive operational accuracy, efficiency and scalability through information systems and process enhancements and IT infrastructure.
- Update and implement all necessary business policies, accounting practices and improvements to financial policy and procedures.

Planning Focus

- Work closely with the CEO/Executive Director to assist the planning and overall management of the Park, including the efficient development and execution of its annual priority actions.
- Monitor and regularly report key metrics, including non-financial metrics as developed for reporting the management performance of the Park.
- Lead the development and execution of an annual operating plan that fully supports the Park's strategic plan and annual budget.

Risk Management Focus

- Manage all aspects of insurance requirements for the Park and manage insurance documentation of tenants.
- Ensure the appropriate risk management policies and procedures are applied in the ongoing management of the Park.

Education and Experience

- Bachelor's degree in Accounting or Finance or related disciplines, or equivalent combination of directly related work experience and education that demonstrates the ability to perform the work required. MBA, MFA and/or CPA highly desirable.
- 10+ years of successful experience as a senior level executive in a business operations environment.
- Strong finance/accounting background including cash management, financial business and performance reporting, planning and risk management.

Position Qualifications

- Strong leadership skills.
- Someone who enjoys diving into the details to help make big picture decisions.

- Ability to communicate and manage well at all levels of the organization.
- Experience of human resource related laws, regulations and practice preferred.
- Prior experience with information technology activities preferred.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Proven proficiency with Microsoft Office software, including Microsoft Excel.
- Experience using electronic accounting systems (i.e., QuickBooks) and customer relationship management (CRM) software (i.e., Salesforce).
- Broad understanding of the relationship and the need for collaboration and cooperation between the public and private sector.
- Excellent verbal and written communication skills and the ability to work with all sectors of business and industry, government agencies, entrepreneurs and higher education institutions.

Salary: Commensurate with experience.

Closing Date: The position will remain open until filled. Priority consideration will be given to application materials received on or before October 15, 2021.

Application Process: Qualified candidates can submit through email a letter of interest, a current resume or CV, and the name, title, and contact information for three professional references to Contact@cesd.wvu.edu. Questions regarding the position can also be emailed to this address.

Disclaimer

The above statements are intended to describe the general nature and level of work within the position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WVRTP is an Affirmative Action/ Equal Opportunity Employer – WVRTP welcomes and encourages diversity in the workforce.