

Position Title / Department	Location	Reports to
VP of Finance and Operations / Operations	Colorado Springs, CO, USA (on-site)	CEO
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	Immediately

## About PteroDynamics

PteroDynamics Inc. is one of the coolest companies with the coolest technology you will ever encounter. We design superior autonomous vertical takeoff and landing (VTOL) aircraft systems that fly faster and go farther to reach remote locations without runways, even in harsh conditions. PteroDynamics' Transwing® aircraft is unlike any other VTOL system, performing like a great fixed-wing aircraft with superb VTOL capabilities. Transwing aircraft unfold their wings to transition smoothly and quickly between vertical and horizontal flight, overcoming limitations inherent in other VTOL designs by combining the speed, range, and endurance of fixed-wing aircraft with superior VTOL performance in an efficient, highly automated platform. The Transwing is ideal for automating time-sensitive delivery of critical high-value payloads to hard-to-reach locations, including maritime logistics support, payload delivery to remote locations without airstrips, and reconnaissance and surveillance. Seeing is believing. Visit [PteroDynamics.com](http://PteroDynamics.com) for details and videos.

## Position Summary

PteroDynamics is seeking a VP of Finance and Operations to manage the finances, accounting, and administrative operations of the company, reporting directly to the CEO. This role is ideal for a finance professional with 12+ years of experience who is comfortable working independently, implementing systems, and driving process improvements in a dynamic environment. As the VP of Finance and Operations, you will be responsible for all accounting and financial reporting, including establishing and maintaining management information systems.

The ideal candidate will have experience working with hardware companies that also develop integral software as part of their solutions, government contracting, R&D-stage companies, and companies expanding from R&D into production.

If you are a numbers person who would get a thrill from bringing efficiency, accurate accounting, and managing systems to provide critical intel to running our business, read on!

This position requires you to be onsite at our HQ in Colorado Springs Mon - Fri. The company is not offering a relocation allowance.

## Your Impact

As our VP of Finance and Operations, you'll be the senior-most finance, accounting, and administrative operations professional. We're looking for someone who thrives on implementing robust systems, driving process improvements, and ensuring financial accuracy as we transition from R&D to production. This is a unique opportunity to be an individual contributor and build financial and administrative operations infrastructure, working directly with the CEO.

## What You'll Do (Essential Duties and Responsibilities)

- **Financial Management:** Ultimately responsible for all company finance and accounting, including establishing and maintaining management information systems.
- **External Oversight:** Supervise the company's external bookkeeping, tax, R&D tax credit, and insurance brokerage firms.
- **Financial Planning & Analysis:** Lead financial planning, budgeting, project costing, and comprehensive project financial tracking.
- **Fundraising Support:** Actively assist with fundraising efforts, including preparing investor pitch decks and related investment promotional collateral, and presenting financial models to prospective investors.
- **Platform Management:** Manage and optimize our finance, accounting, and reporting platforms (QuickBooks, Gusto, Bill.com, Carta, Brex, DataSite).
- **Cash Management:** Strategically manage cash flow, optimizing the timing of accounts receivables and payables, and maximizing return on idle cash while ensuring required liquidity.
- **Capital & Vendor Relations:** Oversee cap table management (using Carta) and manage vendor relationships from an accounts payable perspective.
- **System & Process Development:** Help establish and improve business systems, processes, and tools across the organization.
- **Human Resources:** Collaborate with external HR consultants to manage all aspects of human resources, including recruitment, onboarding, employee relations, performance management, and compliance with labor laws.

## What You'll Bring (Qualifications)

### Minimum Qualifications

- **Experience:** 12+ years of professional experience in accounting, auditing, and/or financial management as well as administrative operations management.
- **Education:** Relevant Bachelor's Degree (e.g., Business Administration, Accounting, or Finance).
- **Technical Knowledge:** Strong technical knowledge of accounting principles (GAAP) and financial reporting standards.
- **Systems Implementation:** Hands-on experience implementing ERP/accounting systems and automation tools in a startup or growth-stage company.
- **Government Contracts:** Familiarity with government contracts, cost accounting, and Federal Acquisition Regulation (FAR) compliance.
- **Legal Aptitude:** Adept at reviewing contracts and legal documents to ensure compliance and mitigate risk.
- **Leadership:** Experience in leading and mentoring others.
- **Autonomy:** Proven ability to work autonomously and drive projects to completion; not reliant on a team to get the job done. Willing to be an individual contributor.
- **Attention to Detail:** High attention to detail with a commitment to accuracy, compliance, and audit readiness.
- **Analytical Skills:** Strong analytical capabilities, adept at interpreting financial data to identify trends and develop insightful recommendations.
- **Tech Savvy:** Proficient in leveraging technology, including AI, to optimize workflows and achieve objectives.
- **Compliance:** Ensures audit readiness and regulatory compliance through exceptional accuracy in financial reporting and data management.

- **Communication:** Excellent communication skills across technical and non-technical stakeholders.
  - Comfortable presenting complex financial information to senior management and board of directors clearly and confidently.
  - Ability to effectively communicate and collaborate with engineers and technical experts to source necessary information.
- **Project Management:** Exemplary history of financial project management.
- **Regulatory Knowledge:** Up-to-date knowledge of relevant laws, regulations, and compliance standards.
- **Eligibility:** U.S. Citizenship or Permanent Resident Status.
- **Logistics:** Reliable transportation to get to work on time.

## Other Qualifications & Desired Competencies

- **Certifications:** CMA, CPA, or MBA preferred.
- **Industry Experience:** Industry experience in aerospace, defense, or government contracting sectors.
- **Team Leadership:** Experience leading or mentoring small accounting teams while remaining hands-on.
- **Infrastructure Building:** Background in building financial infrastructure from the ground up, including establishing policies, processes, tools, and best practices.
- **Collaboration:** Collaborative and adaptable, with the ability to work cross-functionally in a dynamic, fast-paced startup environment.
- **Google Workspace:** Experienced with Google Workspace (formerly G Suite).
- **QuickBooks:** Experience working with QuickBooks is desired.

## Our Values

At PteroDynamics, our values serve as the framework for everything we do. We believe in:

### People

We value relationships with our colleagues and customers, embracing and upholding the worth of every individual.

- **Trust:** We push down responsibility in decision-making to the lowest level that makes sense, while maintaining accountability.
- **Respect:** We always maintain respect for ourselves and others.
- **Communication:** We encourage open communication and respect for all perspectives.
- **Enjoyment:** Together, we create an environment that is fun and enjoyable.

### Excellence

We have a mindset of excellence at all times.

- **Pursuit of Excellence:** We are passionate about our work and strive for superior outcomes at all times.
- **Incremental Approach to Success:** We agree that bringing our best each day is important and that incremental improvement matters.
- **Willingness to Listen and Learn:** We believe success requires remaining humble, having an open mind, and listening to constructive input.
- **Coaching:** Being a great teammate includes a willingness to be coached and taking the time to help others achieve excellence.
- **Measuring Success:** We measure our success not only by how much money we make but also by the satisfaction of our workforce and the value of the solutions we bring to the world.

## Accountability

We believe the foundation of trust is accountability.

- **Collaboration:** We recognize that our success depends on how well we work together.
- **Personal Responsibility:** We believe in holding ourselves accountable, starting with self-accountability, and including accountability to co-workers/teammates, and ultimately to our customers and our shareholders.
- **Consistency:** Our happiness, productivity, and ultimate success all require consistency from subordinates and managers alike.
- **Professionalism:** We believe that our attitude and approach to our work and how we handle ourselves are crucial and will be recognized by our peers and our customers.
- **Courage:** We do what is right and are not tempted to create shortcuts, avoid hard work, or do the wrong thing because it is easy or expeditious.
- **Merit:** Hard work is recognized and rewarded.

## Knowledge

We believe that innovation and success depend on gaining, documenting, and sharing knowledge.

- **Knowledge Gain:** We remain inquisitive and seek data and information to gain and build knowledge.
- **Knowledge Sharing:** We believe in the open sharing of information rather than having it exist in silos.
- **Knowledge Documentation:** We believe that insights gained during the process of research and development and from feedback from customers and other stakeholders must be documented so that others may understand and build upon those insights.
- **Customer Needs:** We can only provide a superior solution if we truly understand the needs and requirements of our customers.

## Compensation & Benefits

**Salary Range:** \$172,000 - \$207,000 annually DOE (Depending on Experience)

What We Offer:

At PteroDynamics, you will have the opportunity to make a significant impact on the future of autonomous aircraft technology through creativity and innovation. The company offers a comprehensive compensation package, which includes:

- Competitive salary
- Stock options
- Company-sponsored medical insurance
- Dental insurance
- Vision insurance
- Term life insurance with an AD&D rider
- 401(k) plan with up to 4% matching by the company
- Long-term disability
- Paid Time Off (PTO)
- Paid holidays
- Paid sick time
- A collaborative, inclusive working environment in an exciting, growing startup company.

## **How to Apply**

To apply, send your resume to [dana@financialtalentgroup.com](mailto:dana@financialtalentgroup.com).

## **Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

PteroDynamics is an Equal Opportunity Employer, drug-free workplace, and complies with ADA regulations as applicable. If you're ready to join us in reshaping the future of UAVs, we encourage you to apply for this position and bring your unique technical brilliance to our team.