

Director of Finance and Administration

The Director of Finance and Administration reports to the Executive Director. The Director of Finance and Administration:

- Plans, coordinates, manages and performs financial functions for the Authority and performs selective administrative functions, in each case overseeing and evaluating compliance with Authority's internal policies and procedures as well as applicable laws and regulations.
- Assists the Executive Director in the preparation of the Authority's annual budget and tracks compliance with the adopted budget.
- Responsible for Authority's treasury functions including overseeing Authority's investments.
- Prepares monthly financial reports to the Authority.
- Oversee compliance with financial and personnel policies and procedures set forth by the Authority. As directed, researches policy matters and prepares drafts of policies or procedures or revisions of existing policies or procedures for consideration of the Executive Director and, ultimately, the Authority Board.
- Performs all payroll, accounts receivable/payable, withholding, budget, cashier and bank reconciliation functions.
- Responsible for procurement of office equipment and IT devices and services (includes multi-function printer, copier, fax, scanner devices; VOIP phone system and related services; cell phones, tablets and services; computers, servers and peripherals and related software and services (including networking/cloud storage software and services; website development and support; and general IT setup, maintenance and oversight services)).
- Coordinates procurement of bank loans, bond issuance, and other funding when directed by the Board to seek such funding. Oversees and administers such funding contracts, agreements and relationships.
- Prepares grant applications, coordinates with OEA and other grant administrators and representatives and ensures grant compliance.
- Coordinates all audits and reports findings and results to the Executive Director.
- Prepares income and expense reports for specified properties as directed.
- Administers payroll processing, leave reporting/tracking, benefits reporting and payment processing and other administrative reporting systems.
- Administers reporting and accounting for Enterprise Zone Act/Rural Development Act funding.
- Analyzes budget and financial information and prepares detailed statistical reports.
- Performs other duties as directed by the Executive Director.