



**Job Description
Director of Finance
East End District**

Job Description

Oversee fiscal operations in accordance with regulations, philosophies and policies of the East End District. Promote the District and assist in implementation of its programs through fiscally responsible planning, collaborative partnerships, and effective use of staff and resources.

Candidates should provide information about their soft skills relative to the job description, their participation in civic and community activities, and special interests. The job involves collaborative planning and projects with other staff members, community outreach with businesses and residents, and a modest amount of public presentations about the District's work.

We invite candidates to view the District website: www.eastenddistrict.com for more understanding of the East End District (formerly known as Greater East End Management District) responsibilities.

- Manage financial interests of the District including development of the annual budget, gathering data for capital and expense budgets, tracking expense, cash flow management, expense control, monthly financial reports, and stewardship of results.
- Oversee the District's investments, with direction and approval of the Board.
- Support implementation of programs across multiple service lines including security and public safety, marketing and perception, visual and infrastructure improvements, workforce development, and program support & administration as directed by the President.
- Source and implement additional revenue generating projects through outsourcing services and partnering with appropriate entities, as directed by the President.
- Administer and oversee contracts with contractors, consultants and other entities.
- Ensure programs are compliant with all grants, contracts, certifications, and District procedures.
- Manage federal grant funding draws in partnership with Grants Administrator.
- Prepare and manage worksheets that track grant funds and EED grant matching funds.
- Prepare and manage consultant activity worksheets in regards to EED consultants' contractual limits and Board approved additions/extensions of contractual agreements.
- Report current and active monthly status of programs and projects for monthly Board of Directors, as requested by President.
- Participate in assigned District Board Committees.

- Sustain regular communication with constituents, partners and other management districts to support/advocate opportunities for programs that meet with District's objectives.
- Provide assistance to hire, train and supervise staff to minimize turnover and develop professional skills within all staff.
- Assist in the design and implementation of District policies, procedures, and staff training as requested.
- Authorize, as appropriate, all administrative management documentation i.e.: payroll, accounts payable, staff reviews.
- Attend conferences and training as needed, including Investment Officer training as required by East End District Investment Policy.

Desired Qualifications

- Minimum of a Bachelor's in Accounting / Finance; CPA desirable, but not required. Other degrees may be considered, depending on work experience.
- 5-7 years of experience of governmental or nonprofit accounting experience preferred, coordinating audit activities and financial reporting, cash management, and fund accounting.
- Demonstrated experience accounting for and reporting federal grant funds, including compliance with the term.
- Ability to present financial reports, including drafting presentation and speaking publicly.
- Has a collaborative and flexible style, with a strong service mentality. Must be a team player.
- Adaptability and openness taking on additional assignments as needed and to feedback and coaching.
- Comfort level for public presentations and articulate speech, along with clear communication skills, will suffice for a modest amount of public meetings with constituents.
- Proficiency with accounting, financial and other software (ex: Quickbooks) and ability to learn new software/tools.
- Detail-oriented, proactive, hands-on strategic thinker and collaborative problem-solver.
- Must be able to work with third-party service providers including CPA & Audit Firm.
- Appropriate office hours will be required with oversight of front desk operations.
- Ability to work independently, exercise appropriate action, and good business judgment.
- Cultural sensitivity and awareness of the diverse populations within the East End community.

We offer a competitive compensation and benefits package. Interested candidates should send an email with cover letter and resume to veronica@eastenddistrict.com