

# PLANNING AND DEVELOPMENT DISTRICT III YANKTON, SOUTH DAKOTA

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Chief Financial Officer
<b>REPORTS TO:</b>	District Director
<b>OTHER MANAGEMENT GUIDANCE:</b>	<b>SUPERVISORY ROLE:</b> May supervise other staff concerning office financial operations in the future MRC Regional Rail Authority Board of Directors Areawide Business Council Board of Directors
<b>INTRODUCTORY PERIOD:</b>	Six Months

### Primary Areas of Responsibility

- ❖ To coordinate and implement the financial management practices of District III, the Areawide Business Council, and contracted entities.

### Essential Job Duties

#### District III:

- ❖ Provides analysis of finances for management purposes.
- ❖ Presents financial, benefits, and program information to the Executive Board and full Committee.
- ❖ Prepares monthly financial statements.
- ❖ Prepares and monitors the District's annual budget.
- ❖ Provides information to auditors.
- ❖ Monitors costs for allowability for programs.
- ❖ Communicates with and facilitates program compliance with state, federal, and other agencies.
- ❖ Prepares financial reports for various State and Federal programs.
- ❖ Develops the Indirect Cost Plan and obtains Federal approval of Plan.
- ❖ Prepares all vouchers and checks.
- ❖ Issues payroll checks.
- ❖ Deposits payroll taxes in a timely manner.
- ❖ Prepares quarterly and year-end payroll reports.
- ❖ Stays current on payroll and HR laws and requirements.
- ❖ Reviews and processes Section 125 FSA reimbursements.
- ❖ Reviews and maintains benefits paperwork and compliance for employees
- ❖ Completes paperwork for new hires.
- ❖ Records all ACH and paper receipts and prepares deposits.
- ❖ Maintains information on procurement regulations and office policies.
- ❖ Assists in preparing budgets for applications for District III and member funding
- ❖ Works on other financial or non-financial programs and projects as needed.

Areawide Business Council (ABC) Revolving Loan Fund (RLF):

- ❖ Works with the RLF Manager to develop RLF operating plans and procedures.
- ❖ Interacts with the RLF Manager regarding financial and program issues.
- ❖ Prepares quarterly financial reports.
- ❖ Prepares periodic reports for government agencies and internal board use.
- ❖ Monitors costs for allowability for programs.
- ❖ Monitors RLF programs and regulations for changes in compliance requirements or funding opportunities.
- ❖ Communicates with and facilitates program compliance with State, Federal, and other agencies.
- ❖ Prepares 990 tax return.
- ❖ Prepares vouchers and checks.
- ❖ Records ACH and paper loan payments and prepares deposits.

MRC Regional Railroad Authority:

- ❖ Prepares annual financial reports.
- ❖ Prepares board meeting agendas and handouts.
- ❖ Attends board meetings and takes minutes.
- ❖ Prepares vouchers and checks.
- ❖ Records ACH and paper receipts.

**Other Activities**

- ❖ Will attend District Committee, Executive Board, ABC, and MRC meetings as requested by the Director.
- ❖ May be required to attend meetings within the District area, including evening meetings.
- ❖ May be required to stay overnight to participate in certain meetings.
- ❖ Will attend out-of-area meetings, if necessary, for training or management activities.
- ❖ May provide input to the Director on personnel matters, as requested.

**Skills**

- ❖ Must understand financial statements, budgeting, and cash flow analysis.
- ❖ Must be proficient in QuickBooks or other accounting software.
- ❖ Must be proficient in Excel and comfortable with Word.
- ❖ Must be able to maintain confidential information.
- ❖ Must possess excellent math/accounting abilities.
- ❖ Must possess good communication skills (written and verbal).
- ❖ Must be able to tactfully deal with a variety of people.
- ❖ Must be able to establish and meet deadlines.
- ❖ Must be able to organize and manage financial records and files.

**Education/Work Experience**

- ❖ AA, AS, BA, or BS in accounting and
- ❖ Five (5) years' experience in all aspects of bookkeeping, accounting, and financial analysis.

**Other Essential Requirements**

- ❖ Must be bondable.
- ❖ Must successfully complete the National Development Council (NDC) Economic Development Finance Certification Program, at the direction and expense of District III, within two years of employment.
- ❖ Must have a valid driver's license and the ability to drive a vehicle for work purposes.