

JOB DESCRIPTION

ASSOCIATE DIRECTOR OF FINANCE

GENERAL RESPONSIBILITIES:

Reporting to the Director of Finance and Administration, the Associate Director of Finance will participate and assist in the accurate and timely completion of all corporate finance, accounting, property management and Information Technology functions within Dorchester Bay EDC. They¹ will work with the Director of Finance and Administration to ensure budget compliance, track expenditures and ensure appropriateness within funding source guidelines. They will work with the real estate development staff to develop and trace development budgets and all other departments on performance against budget and revenue and expense anomalies. They will be responsible for coordinating the annual audit of Dorchester Bay EDC and its affiliated corporations. Specific expectations are as follows:

FINANCIAL MANAGEMENT:

- Support the Director of Finance and Administration and provide supervision and general direction to department staff; specific reporting relationships will be determined.
- Work with the Director of Finance and Administration and other department heads in the preparation of the corporation budget(s);
- Assist with budget preparation for fundraising proposals
- Prepare, review and provide analysis of monthly financial reports of Dorchester Bay EDC including its subsidiary corporations;
- Confer with the real estate development staff and provide guidance on financial implications of real estate transactions. Support real estate staff in the development and submission of construction project requisition payments;
- Review billings on contracts or grant funding sources
- Assist asset management staff in developing performance standards, optimizing property performance and integrating asset performance into the corporation's budget(s)
- Ensure completion of all required financial reporting for funding sources as needed;
- Participate in the proper filing of corporate tax returns;
- Prepare for and act as liaison for auditors during annual corporation audit and all funding source audits; and,

ASSET MANAGEMENT AND ORGANIZATIONAL SUPPORT:

The Associate Director will work closely with Dorchester Bay's Asset Manager and other DBEDC colleagues to organizational goals of long-term financial stability, cost efficiency, resident satisfaction, and well-maintained physical plant of DBEDC and affiliated entity properties and to:

¹ The use of the term "they" in this job description is intended to reflect gender neutrality. It refers to and contemplates a single individual holding this position but avoids pre-judging the gender identification of a candidate.

- Establish financial performance monitoring methods and standards;
Determine financial health of assets;
- Propose solutions to reduce potential structural deficits and monitoring the disposition of annual cash flows;
- Identify potential risks that could affect the income stream and the viability of the properties meeting required debt service obligations;
- Interact as needed with lenders and property managers regarding the operation and management of the properties; and,
- Supervise all aspects of property management accounting for the Pierce Building.
- Work with relevant departments, including Real Estate Development and Resident Services, within the organization to support specific departmental reporting and other requirements, in order to achieve organizational goals and objectives.

MANAGEMENT DUTIES INCLUDE:

- Responsible for working with department staff to establish performance and expectations and work plans to meet performance expectations;
- Responsible for monitoring department staff progress toward performance expectations (objectives) and adjusting work plans as necessary to accomplish them;
- Responsible for working with department staff to understand and support professional development objectives; and,
- Other duties in administration as assigned.

QUALIFICATIONS:

- CPA with CDC Real Estate development experience strongly preferred; masters degree in accounting with relevant CDC real estate experience to be considered.
- Minimum seven years of professional experience;
- Minimum five years of management experience;
- Entrepreneurial spirit and capacity to creatively solve problems;
- Commitment to the development and implementation of sound finance and accounting principles;
- Excellent interpersonal and communication skills, including the ability to work with and support non-financial professional colleagues;
- Computer literacy including word processing software, spreadsheets software, financial analysis and/or accounting software, and internet skills; and,
- Excellent organizational and time management skills.

Please submit a cover letter and a resume to Vincent Pina at vpina@dbedc.org by **December 17, 2020**.

Dorchester Bay Economic Development Corporation views diversity, inclusion and cultural competence as vital guiding principles in all our work with clients and communities. We welcome and encourage applications from visible minority group members, indigenous persons, members of the LGBTQ community, persons with disabilities and others who may contribute to the diversity of the organization and reflect the diversity of the communities we serve.