Chief Financial Officer Job Description

Provides strategic and operational direction to the LBA’s finance and accounting department. Assists Director in developing financial objectives and operating policies and procedures to ensure attainment of LBA objectives. Evaluates program area results to determine if financial objectives are being met. Establishes and coordinates responsibilities and procedures among subordinate divisions and departments. Reports to the Director.

1. Business and financial strategy and planning, monitoring, management and reporting, including management and development of policies, systems, processes and personnel involved.
2. Reporting and accounting as per regulatory and legal requirements including taxation, annual report, accounts and audits.
3. Financial staff management, motivation, training, recruitment and selection.
4. Coordinate all fiscal responsibilities including vendor payments, receivables, payroll, deposits, loan tracking, and fixed assets.
5. Develop and implement the Land Bank’s annual budget process in conjunction with the Director and the Land Bank Board.
6. Provide oversight to all audit activities within the Land Bank.
7. Act as Human Resource oversight of employee insurance and benefits programs.
8. Plan, develop and implement strategy for operational management and development so as to meet agreed organizational performance plans within agreed budgets and timescales.
9. Manage and control departmental expenditure within agreed budgets
10. Contribute to the evaluation and development of operational strategy and performance in co-optation with the executive team
11. Ensure timely financial reports for management and/or Board use
12. Coordinate with municipal officials to implement P.A. 123.
13. Develop and track brownfield tax increment finance system
14. Coordinate with the Genesee County Treasurer’s Office and other County departments as necessary
15. Ensure consistency with Genesee County financial and accounting systems and audit reporting

Requires Bachelor Degree in accounting and 5 years of relevant financial management experience.

Qualified applicants will have a solid understanding of the following:

- Financial accounting and reporting systems
- Genesee County and township, city, and village taxing systems
- Genesee County Delinquent Tax process.
- Business Operations in a Governmental Environment
The Genesee County Land Bank Authority (LBA) is looking for a **Chief Financial Officer** to provide strategic and operational direction to the LBA’s finance and accounting functions. Requires Bachelor Degree in Accounting and 5 years of relevant financial management experience with a solid understanding of financial accounting, reporting systems, county and municipal taxing systems. See [www.thelandbank.org](http://www.thelandbank.org) for a full job description. Send cover letters and resumes by Tuesday, September 8, 2020 to ATTN: CFO, Genesee County Land Bank Authority, 452 S. Saginaw St. Suite 200, Flint, MI 48502.