

Job Title

Chief Financial Officer (CFO)

FLSA Classification

Exempt

Salary Grade/Level/Family/Range

Executive Leadership

Reports to

Executive Director

Date

10/06/2006

Job Description

Summary/objective

The Chief Financial Officer (CFO) provides strategic and operational leadership for the Genesee County Land Bank Authority's (GCLBA) finance and accounting functions. This role is responsible for financial planning, compliance, reporting, and operational oversight to ensure the organization meets its financial objectives. The CFO works closely with the Executive Director and Board to develop policies, manage financial systems, and ensure alignment with organizational goals and regulatory requirements.

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Provide strategic direction for financial planning, monitoring, and reporting activities
- Develop and implement financial policies, systems, processes, and internal controls
- Oversee all accounting functions, including reporting, audits, and regulatory compliance
- Ensure compliance with legal, regulatory, and taxation requirements
- Manage and oversee all fiscal operations, including accounts payable/receivable, payroll, deposits, loan tracking, and fixed assets
- Lead development and implementation of the annual budget in collaboration with the Executive Director and Board
- Oversee all financial audits and ensure timely resolution of findings
- Liaison to Legal Counsel for corporate matters

- Back-up to Executive Director
 - Supervise, train, and support finance staff, including recruitment and performance management
 - Provide oversight of employee insurance and benefits programs (HR-related financial functions)
 - Monitor program and departmental financial performance to ensure objectives are being met
 - Manage departmental expenditures within approved budgets
 - Providing support to Planning/Grants Management for contractors, vendors, financial workflows, grant reimbursement requests, etc.
 - Prepare and deliver timely financial reports to leadership and the Board
 - Collaborate with executive leadership to support organizational strategy and operational planning
 - Coordinate with municipal officials to implement Public Act 123 requirements
 - Develop and manage brownfield tax increment financing (TIF) systems
 - Coordinate financial activities with the Genesee County Treasurer's Office and other county departments
 - Ensure consistency and alignment with Genesee County financial systems and audit requirements
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Competencies

- Strategic financial leadership and planning
 - Strong analytical and problem-solving skills
 - Knowledge of governmental accounting, grant accounting and reporting standards
 - Regulatory compliance and risk management
 - Leadership and team management
 - Effective communication and stakeholder engagement
 - Attention to detail and accountability
 - Knowledge of public finance and tax systems
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Supervisory Responsibilities

Directly supervises finance and accounting staff. Responsible for hiring, training, performance management, and disciplinary actions in coordination with Human Resources.

Work environment

This position operates in a professional office environment with frequent interaction with executive leadership, Board members, municipal partners, and external auditors.

Physical demands

- Prolonged periods of sitting and working at a computer
 - Frequent communication via meetings, phone, and written reports
 - Occasional lifting of office materials (up to 25 pounds)
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Travel required

Minimal local travel required for meetings with county departments, municipalities, and related partners.

Required education and experience

(Indicate requirements that are job-related and consistent with business necessity)

- Bachelor's degree in accounting, finance, or related field
 - Minimum of 5 years of relevant financial management experience
 - Strong understanding of financial accounting, grant accounting and reporting systems
 - Knowledge of governmental financial operations and compliance
 - Experience managing budgets, audits, and financial reporting
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Preferred education and experience

(Indicate requirements that are job-related and consistent with business necessity)

- Certified Public Accountant (CPA) or advanced degree
- Experience in public sector, land banking, or community development organizations
- Knowledge of Genesee County and local municipal taxing systems
- Familiarity with Genesee County delinquent tax processes
- Experience with brownfield tax increment financing (TIF) programs
- 1-5 years NetSuite experience
- 1-5 years of Paychex Flex experience

Additional eligibility requirements

N/A

Work authorization/security clearance requirements

N/A

Equal Opportunity Statement

The Genesee County Land Bank provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to religion, race, color, national origin, sex, disability, age, marital status, height, weight, arrest record, genetic information, and familial status, sexual orientation, gender identity, gender expression, natural hair or any other protected status. In addition to federal law requirements, Genesee County Land Bank complies with applicable state and local laws, terms, and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

To apply, please email your resume to hr@thelandbank.org.