

Position: Director of Finance and Administration

Purpose:

The Director of Finance and Administration is responsible for oversight and management of the organization's financial and administrative activities. The Director oversees financing of projects, internal accounting activities, budgeting, human resources, and IT services.

Company Core Values:

- Partner-Centric
- Accountable
- Integrity
- Results Driven
- Education
- Innovation

Essential Responsibilities and Tasks - Finance:

- Manages and oversees all financial activity to ensure regulatory compliance and generally accepted accounting principles and policies, including the annual budget cycle, investment strategy, and the annual audit.
- Analyzes and presents financial reports in an accurate and timely manner, clearly communicating monthly and annual financial statements, and oversees all financial, project/programs and grants accounting.
- Oversees and leads annual budgeting and planning process in conjunction with the Interim Executive Administrator; administers and reviews financial plans and budgets, monitors progress and changes.
- Manages organizational cash flow and forecasting.
- Updates and implements all necessary business policies and accounting practices, improves the finance and administrative department's overall policy and procedure manual.
- Acts as Credit Officer for all internal and external loan programs to ensure delinquency risks are minimized.
- Directly supports the board of directors and mission of the organization and its committees including Finance, Human Resources, and Executive Committee.
- Supervises the Loan processing staff as operational support arms to the Organization.
- All other duties as assigned.

Essential Responsibilities and Tasks - Human Resources, Technology and Administration

- Continues to develop the organization's human resources and administration activities.

- Ensures that recruiting processes are consistent, streamlined and aligned with processes established by the Board of Directors.
- Works closely and transparently with external partners and third-party vendors and consultants.
- Oversees administrative functions as well as facilities to ensure efficient and consistent operations and the organization grows.

Core Competencies:

Financial acumen

Strategic Thinking

Judgment

Cooperation/ Teamwork

Accountability / Responsibility

Dependability

Education and Experience:

Bachelor's degree in business administration, accounting, finance, or related field and seven years of broad financial and operations management experience. Master's degree in business preferred.

Language Skills:

Ability to read, analyze, and interpret common scientific and technical journal, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards or directors.

Math Skills:

High Skills: Ability to work with mathematical concepts such as accounting, probability, and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills:

Very High Skills: Ability to define problems, collect data, establish fact, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certifications or Licenses:

Valid Driver's License

Other Skills & Abilities:

Experience in working with economic development and governmental agencies

Ability to maintain confidentiality and follow procedures designed to ensure protection of sensitive information

Ability to maintain relationships and interact with elected officials at the federal, state, and local levels

Ability to work with and communicate effectively with a diverse range of contacts

Ability to make quick decisions with high level impact

Analytical thinking/detailed oriented

Proficiency with all MS Office applications

Physical Environment:

Working conditions varies from a typical office environment to business functions or meetings whether in an office setting or at an event venue (inside or outside). Work may require the ability to sit and stand throughout an extended workday; position requires use of fingers, hands, and arms on a consistent basis for keyboarding and phone work; position requires the ability to talk and hear; position may need to lift to 25 pounds on occasion; excellent vision skills (with or without correction) are required. The noise level is consistent with a standard office.

Interested candidates should send a cover letter and resume to: Lori Lighty, Office Manager at Lori@cumberlandbusiness.com

The Cumberland Area Economic Development Corporation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Cumberland Area Economic Development Corporation makes hiring decisions based solely on qualifications, merit, and business needs at the time.