



# *JOB POSTING*

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## **Cuyahoga County Land Reutilization Corporation**

**Position:** Director of Finance

**Salary Band:** \$75,000 to \$85,000

**Duties:** Reporting to the President and the Chief Operating Officer this position is responsible for directing the overall financial strength of the CCLRC, maintaining and developing strong internal controls to safeguard assets, and monitoring budgetary performance. The Director of Finance will provide strategic and operational direction to the CCLRC's financial and accounting department. The person holding this position will work with other department heads, the President and the Chief Operating Officer to insure attainment of the CCLRC objectives. The person holding this position must be skilled at problem solving, have strong communication and interpersonal skills, and the ability to work in a fast paced and interdependent environment. The Director of Finance must have strong analytical and organizational skills.

- Specific Functions:**
1. Leads CCLRC efforts in business and financial strategy and planning. Develops financial policies and procedures.
  2. Develops and implements the CCLRC's annual budget process in conjunction with the Chief Operating Officer, President, and Board of Directors.
  3. Works with the C.O.O. and the President in defining CCLRC goals and objectives.
  4. Defines problems, collects data, establishes facts, draws valid conclusions and makes appropriate independent judgments in order to promptly resolve problems.
  5. Provides oversight to all audit activities with the CCLRC.
  6. Plans, develops, and implements strategy for office operational management and development so as to meet agreed organizational performance plans within agreed budgets and time scales.
  7. Manages and controls expenditures within agreed budgets.
  8. Manages and develops direct reporting staff.
  9. Ensures timely financial reports for other department heads, Chief Operating Officer, the President, and the

- Board of Directors.
10. Coordinates with the Cuyahoga County Treasurer's Office and other county departments as necessary.
  11. Coordinates with other departments involving property management revenue streams and other revenue streams derived from grants, other funded programs, lease option agreements, land contracts and rental income.
  12. Works closely with outside financial advisors in securing short and long term financing including loans and bonds. Prepares financial information required to secure such financing.
  13. Responsible for the overall management of the CCLRC's cash flow and investment portfolio, budgeting, and supervision of Finance Department staff.
  14. Provides statistical analysis and models; budget and operational forecasting as needed

**Minimum  
Qualifications:**

The position requires a CPA with a Bachelors degree in a related field and seven or more years of experience in accounting or finance

**Preferred  
Qualifications:**

Masters degree in finance or related field. Experience with government grant management

**By June 18, 2010  
Submit Resume to:**

William Whitney  
Chief Operating Officer  
CCLRC  
323 W. Lakeside Ave, Suite 160  
Cleveland, Ohio 44113  
bwhitney@cuyahogalandbank.org  
No telephone calls please.

The Cuyahoga County Land Reutilization Corporation is an Equal Opportunity Employer.