



## REVENUE AUTHORITY OF PRINCE GEORGE'S COUNTY

### **Chief Financial Officer (Full Time)**

The Revenue Authority of Prince George's County (the "Authority") is a quasi-governmental entity that serves as a real estate development and development finance agency, an operator of programs and facilities, and a manager of programs and facilities in partnership with other Prince George's County agencies.

The **Chief Financial Officer** would be responsible for directing and executing the fiscal functions of the agency. The position involves a high degree of independent judgment, action, and initiative when expediting complex accounting assignments and projects. The position requires the ability to exercise independent judgment and take initiative consistent with policies and procedures and applicable laws.

### ***Responsibilities:***

#### **Team Leadership**

- Ensures alignment of the budget and the finance departments to the Agency's mission and goals.
- Collaborates with peers and employees in other departments to improve Agency operations.
- Directs the planning, development, implementation, budgeting, maintenance, and support of all department functions.
- Administers and manages policies, standards, practices, and security measures to assure effective and consistent the Agency's operations.
- In partnership with Human Resources, recruits, hires, trains, supervises, mentors, evaluates, and develops assigned employees according to Agency's policies and procedures, ensuring the overall smooth function of the department.
- Collects and analyzes considerable data and prepares written reports regarding budget and finances of all Agency activities, programs, and facilities.
- Plans and directs the continual upgrading of equipment and procedures to maintain pace with technological progress, economic change, and business needs.

- Performs standard supervisory administrative duties including weekly scheduling, timesheets, expense reports, etc.

### **Finance & Accounting**

- Plans, oversees, develops, organizes, implements, directs, and/or evaluates the organization's fiscal function and performance to include accounting, budget, forecasts, reconciliations, receivables, payables, contracts, and agreements.
- Provides timely and accurate analysis of budgets, financial reports, and financial trends to assist the Executive Director, Agency staff, the Board of Directors, and external stakeholders such as the County's Office of Finance, Office of Management and Budget, the County Council, and others.
- Serves as liaison to internal and external auditors.
- Optimizes the handling of bank and deposit relationships and initiates appropriate strategies to enhance cash position.
- Provides record management for agency contracts, agreements, and legal obligations.
- Evaluation of the finance division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal development opportunities.
- Prepares, reviews, analyzes, and researches financial statements, funds, and reports in key functional areas.
- Reviews and approvals of journal entries and other work products prepared by staff for conformity with Generally Accepted Accounting Principles (GAAP).
- Prepares monthly balance sheets and net profit/loss statements.
- Participates in monthly Board and Finance Committee meetings, supplying financial statements and other financial reports. The CFO may also participate in other committee meetings as may be requested from time to time.
- Prepares cost/benefit analysis of prospective programs and projects.
- Determines appropriate basis for allocation of costs to various cost categories.
- May participate in securing equity and debt financing for economic development projects, along with developing relationships with potential financial partners.
- Conducts annual evaluations on outstanding loans and investments.
- Primary lead in managing financial compliance including submission of required continuing disclosures
- Assists in performing financial modeling.
- Assists in due diligence reviews for property acquisition and financing.
- Coordinates with financial statement auditors to ensure timely delivery of required audit documents and production of final audited financial statements.

## **Strategic**

- Collaborates with the Executive Director and the executive team to develop strategic plans, providing financial insights and analysis, including matters related to long-range planning, introduction of new programs/strategies, and regulatory actions.
- Provides strategic financial input and general advice on all issues affecting the organization, including evaluation of potential partnerships, acquisitions, dispositions, mergers, and investments.
- Oversees the development of annual and multi-year business plans and forecasts for operating and capital expenditures.
- Develops and maintains a program of risk management designed to manage agency risks and balance total cost.

## **Management**

- Provides technical financial advice, knowledge, and training to staff members.
- Manages departmental vendors.
- Maintains, develops and implements robust internal controls related to risk management and compliance.
- Establishes credibility throughout the agency as an effective developer of solutions to business challenges.
- Provides accurate and timely financial reports to key staff for decision-making opportunities.

## **Budget**

- Facilitates the continuous improvement of the budgeting process through informing budget holders on financial issues impacting their budgets.
- Directs the preparation of Agency's annual budget and monitors revenues and expenses related to approved budgets.
- Develops short- and long-term budget plans that include trends in both revenues and expenditures.
- Participates in County Council presentations and hearings.

## **Customer Service**

- Represents the Agency to the public in a manner that is positive, knowledgeable, courteous, fair, authoritative, and within the scope of always assigned duties.
- Works according to job requirements to meet customer deadlines.
- Demonstrates courtesy and respect to others. Treats customers and co-workers with respect, fairness, and dignity.
- Dresses neatly and in appropriate attire.
- Willingly steps in to assist others and responds to requests in real time.

## **Knowledge, Skills, and Abilities:**

- Ability to develop and maintain capital and operating budgets and assist with development of financial planning and analysis.
- Ability to prepare period ending and annual financial statements in accordance with State, Federal, and Local laws in conformity with GAAP.
- Proficient in the use of various software packages for computer assisted accounting and reporting.
- Expert knowledge of principles, methods, and practices of governmental accounting.
- Ability to establish and maintain effective working relationships with staff at all levels, the Board of Directors, public officials, and the general public.
- Ability to prepare detailed reports, cash flow statements, and program analysis reports.
- Ability to read, analyze, and interpret complex documents.
- Ability to respond effectively to sensitive inquiries or complaints.
- Ability to make effective and persuasive speeches and presentations on complex topics to the Board of Directors, County officials and private sector parties.

## **Minimum Qualifications:**

- Bachelor's degree, minimum of 10 (ten) years of professional managerial and accounting experience
- CGFM, or equivalent certifications or experience preferred.
- Routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.
- Capacity to sit for long periods of time (up to 8 hours per day)
- Must be able to lift up to 10 pounds.
- Minimal travel may be required.

## **Why Should You Join Our Team**

As a dynamic agency, we understand what it means to have a work culture that is dedicated and flexible to create a work/life balance. The Revenue Authority of Prince George's County is an equal opportunity employer committed to promoting an inclusive work environment free of discrimination and harassment. We are committed to our mission and values, while promoting a sense of belonging and growth with our coworkers.

Together, we continue to build a culture that encourages, supports, and celebrates the diverse voices of our employees.

We are proud to offer a comprehensive benefits package including:

- Medical, Dental, vision, EAP services, and more!
- Vacation, Sick and Personal Leave
- 401K Retirement Savings Plan
- Telework/Hybrid Work for Qualified Positions
- Opportunities for Professional Development
- Friendly Team-oriented Work Environment

*If you are interested in this position, we encourage you to apply!*

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=033b4c3e-8e78-42bc-befc-03a22c7628d0&cclid=19000101\\_000001&jobId=559617&lang=en\\_US&source=CC2](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=033b4c3e-8e78-42bc-befc-03a22c7628d0&cclid=19000101_000001&jobId=559617&lang=en_US&source=CC2)

## **Conditions of Employment**

**Must successfully complete background check**

### **Eligibility to Work**

Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Selected candidates for employment will be required to show and verify authorization to work in the United States.

### **Closing Date**

Open until filled.

### **Pay**

\$200,000 Annually – Exempt