

DIRECTOR OF FINANCE & ADMINISTRATION

The Wyoming Community Development Authority (WCDA), located in Casper, Wyoming seeks a Director of Finance & Administration.

This position reports to the Executive Director and is a member of the Executive Management Team which independently makes policy decisions and is responsible for the oversight of all pertinent financial matters and polices of the Authority. Responsible for the oversight of WCDA's bond, investment, financial reporting, and IT infrastructure. The Director of Finance & Administration will work with the Executive Team and third party contractors to determine cash flow projections, risk analysis, and resultant funding levels for programs and operational needs.

Master's level degree in Business, Finance, or a related field preferred, or equivalent professional experience; Bachelor's degree in Accounting or related field required.

Minimum 10 years of experience with a minimum 5 years of experience specifically with mortgages, bond accounting, investments, and financial statement preparation and review. Minimum 5 years increasingly responsible management experience in leadership and management, including mentoring and coaching team members is required.

Ability to think with a vision of the future, be receptive to innovation, alert to strategic opportunities, and experience in strategic planning are vital.

Outstanding verbal and written communications skills, including the ability to work to deadlines, produce and implement business plans, and motivate team members.

The above position is full time with competitive salary and benefits package. WCDA requires successful completion of credit, background and drivers record checks. This position will remain open until filled. For more information, [a full position description](#) and [WCDA application](#), please visit www.wyomingcda.com.

Please submit cover letter, resume, [completed WCDA employment application](#), copies of college transcripts, and salary history to:

WCDA
Human Resource Department
P.O. Box 634
Casper, WY 82602

Equal Opportunity Employer