

Development Finance Authority of Summit County
Position: Project Coordinator
Immediate Supervisor: Chris Burnham, President
Contact: Chris Burnham - 330-762-4776
Website: www.developmentfinanceauthority.org

Job Responsibilities:

Serves as a liaison between funding sources, business representatives, prospective lessees/purchasers, vendors and the Authority. Develops and maintains records, reports, and other documentation as required by local, state and federal laws and funding regulations. Assists other areas of the Authority as directed. Provides quality customer services to government officials, partners, community leaders, professionals, vendors, businesses and the general public. Performs other duties as requested, directed, or assigned.

Qualifications or equivalent combinations of training and/or experience:

Completion of bachelor's degree in business, finance, public administration, construction management or related field, plus three (3) experience in property management, economic development, or finance or a combination of related course work and experience. Experience with New Markets Tax Credit and/or Bond Finance is a requirement.

Illustrative Duties: In all functions of this position the Employee must maintain confidentiality of applicable department data, information and records.

Compliance/Finance Functions:

*Attends meeting with potential clients to discuss financing options available through the Authority; serves as liaison between funding sources and clients; conducts regular meetings with owner's representatives; *verifies all project requirements are met and notifies the President that the necessary documents can be signed and delivered to the Trustees for funding. *Monitors the utilization of the sales tax exemption privilege on tangible real property; *monitors terms agreed upon in bond and related documents; *monitors project disbursement requests and expenditures; confirms allocations from the Authority are authorized only for eligible project expenses; *maintains record of payments, ensure compliance with payment and follow up on delinquent accounts, when necessary; collects income certifications for Tax Increment Financing projects; requests and collects required quarterly financial data; files and maintains all trust statements in accordance with record retention policy. *Serves as prevailing wage coordinator and verifies project compliance with all related local, state and federal regulations.