



Invest Atlanta  
[www.investatlanta.com](http://www.investatlanta.com)  
Deputy Chief Financial Officer  
Position Description

**Position Description:** Reporting to the Senior Vice President & Chief Financial Officer (SVP & CFO) and functioning as a member of Senior Staff, the Deputy Chief Financial Officer (DCFO) is responsible for assisting the SVP & CFO with strategic planning, implementing, managing, and controlling financial related activities of Invest Atlanta and its' related entities. Invest Atlanta operates as a quasi-governmental authority serving as the economic development agency for the City of Atlanta

The DCFO will assist the SVP & CFO in managing a staff of seven professionals performing financial, real estate and administrative activities.

**Responsibilities: Assist the SVP & CFO with the following**

Financial Management, Planning and Economic Development Support

- Develop and execute the financial strategy of the agency
- Ensure full transparency over the financial performance of the company
- Provide advice on how to increase revenue and reduce costs
- Effectively and clearly communicate potential risks in a timely manner
- Propose action plans to ensure that annual financial objectives are attained
- Support the CEO and COO with the preparation of ad hoc/project specific financial plans
- Serve as key member of Senior Team providing leadership and guidance on all financial issues
- Support external relationships with key government partners
- Manage relationships with financial institutions on loans and lines of credit
- Provide financial oversight of tax allocation district programs and bond programs
- Develop and oversee annual budgets
- Oversee the production of monthly dashboard reports on performance to budget and present same to various boards of directors
- Oversee business insurance plans and health care coverage analysis
- Manage real estate financings, bond financings and other complex transactions
- Investigate cost-effective benefit plans and other fringe benefits which the organization may offer team members and potential team members with the goal of attracting and retaining highly qualified individuals

Accounting and Auditing

- Develop and maintain systems of internal controls to safeguard financial assets of the organization
- Ensure that effective internal controls are in place and in compliance with GAAP and applicable federal, state, and local regulatory laws and rules for financial and tax reporting
- Ensure proper policies and procedures are in place to protect assets

- Develop, forecast, review, and manage cash flows for the various entities and projects
- Provide accounting services and monthly reporting on ten tax allocation districts and other bond transactions
- Direct and oversee all aspects of the finance and accounting functions of the organization
- Oversee annual audits for all entities
- Coordinate ongoing financial reporting to external partners
- Coordinate and produce all tax documentation as required

#### Risk Management

- Understand and mitigate key elements of the agency's risk profile
- Monitor all open legal issues involving the agency, and legal issues affecting government partners.
- Construct and monitor reliable control systems
- Maintain appropriate insurance coverage
- Ensure that the agency complies with all legal and regulatory requirements
- Ensure that record keeping meets the requirements of auditors and government agencies
- Report risk issues to the finance chair and/or board of directors
- Maintain relations with external auditors and investigate their findings and recommendations

#### Funding

- Monitor cash balances and cash forecasts
- Arrange for debt and equity financing
- Invest funds
- Maintain banking relationships
- Represent the company with investment bankers and investors
- Determine and analyze financial position of local banks seeking partnership.

#### Real Estate Asset Financial Reporting

- Oversee financial reporting function for all Authority owned properties including monthly reporting, budgeting, cash management, capital expenditure and repair and maintenance programs.
- Collaborate with internal team members and development partners on complex development transactions.
  - Provide financial reporting on City owned properties assigned to Invest Atlanta
  - Direct cost accounting for sale of Invest Atlanta owned properties

#### Legal Compliance Assurance

- Review contracts with General Counsel
- Understand and manage to all applicable governmental rules and regulations.

#### Other Responsibilities as assigned

**Qualifications and Requirements:**

- Bachelor's degree in Business, Finance or Accounting
- CPA required
- 10+ years of experience as a "hands on" senior financial managerial professional with a public or private entity. Experience with a government agency preferred.

**Skills and Abilities:**

- Strong leadership and interpersonal skills with track record of success in motivating teams towards optimal performance
- Strategic thinker with strong problem-solving skills and ability to offer creative solutions to complex problems
- Ability to build effective finance and corporate support functions with both internal and external partners.
- Exceptional communication skills
- Results-oriented, strategic thinker and planner

**Resumes should be submitted to:** [jobs@investatlanta.com](mailto:jobs@investatlanta.com).

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled and Veterans are encouraged to apply.