

## **Atlanta Development Authority Deputy CFO/Corporate Controller**

### **Position Description:**

This is a senior level management position that reports directly to the CFO. The Deputy CFO/Corp Controller is an integral part of the Finance team and is responsible for leadership and assistance with strategic and tactical execution on all accounting and finance initiatives. This will include assisting in the direction of the company's overall financial policies, overseeing all financial and IT functions including accounting, budget, credit, insurance, tax, and treasury, and designing and coordinating a wide variety of accounting, statistical data, reporting and internal control documentation.

### **Primary Responsibilities:**

- Directly supervise all accounting management staff, including developing annual goals and completing annual performance reviews.
- Enhance and implement financial/accounting policies and procedures to increase staff efficiency and effectiveness.
- Lead the documentation of policies and procedures and implement best practices in internal controls organization-wide.
- Oversee the coordination and activities of independent auditors ensuring all audits (including A-133) are prepared in accordance with GAAP
- Assist in the management of financial budgeting and forecasting processes, to ensure alignment with and achievement of organizational strategies and priorities.
- Oversee IT service provider – implement benchmarks and manage network and system performance.
- Lead the financial system conversion from Peachtree to GP
- Establish key performance metrics across all ADA entities and departments.
- Institute monthly reporting checklists and closing procedures for all entities.
- Prepare monthly reporting package, including comparative reports of GAAP operating results and financial position and variance analysis.
- Provide technical accounting GAAP guidance and support to all company entities.
- Review and analyze real estate portfolio performance and recommend operational and financial improvements to maximize profitability
- Perform other tasks as assigned by the CFO.

**Qualifications:**

- Currently licensed CPA.
- 8-12 years progressively responsible experience, including 3-5 years performing audits while employed in public accounting.
- Prior management experience, preferably at Controller level.
- Extensive internal control experience – ability to implement best practices in internal controls.
- High performer with proven track record of achieving results.
- Ability to handle multiple priorities simultaneously.
- Prior multi-unit experience.
- Capable of progressing to CFO position.
- Current working knowledge of FASB/GASB pronouncements.
- Current working knowledge of Single Audit requirements.
- Prior experience with successful system implementations/conversions.
- Experience in different levels of accounting throughout career.

**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.