



**cafa** | Capital Area  
Finance Authority

# Vice President of Operations Candidate Profile

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## THE OPPORTUNITY

The Vice President of Operations plays a vital role in advancing CAFA's mission by ensuring the organization's financial, administrative, and operational functions are managed with excellence, accountability, and efficiency.

The Vice President of Operations is responsible for overseeing financial, administrative, and operational functions to ensure organizational effectiveness and compliance. Key duties include preparing monthly, quarterly, and annual financial reports; managing the annual audit process and internal controls; administering payroll and benefits; conducting employee recruitment and training; and handling public records requests. Additionally, this role involves property management, ensuring regular maintenance and safety compliance, financial oversight for grantmaking and budgeting, and maintaining relationships with external auditors and stakeholders.

The ideal executive demonstrates strong communication skills, financial management expertise, attention to detail, and the ability to work effectively in a fast-paced regulatory environment.

## ABOUT CAFA

CAFA symbolizes energetic vision, advancement, opportunity and a shared connection among the nine parishes surrounding Baton Rouge. The Authority works toward advancing these ideals by offering funding to those with a vision to better our community through commercial development, residential development, and public infrastructure, and to those looking to better their lives through homeownership.

CAFA strives to be the positive catalyst for building community and ultimately contributing to the region's growth and forward progress.





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## ESSENTIAL JOB FUNCTIONS

### 1. Manage Annual Audit

- Develop and implement annual audit plan including reconciling past audit findings.
- Oversee day-to-day internal audit function and evaluation of internal controls.
- Coordinate with external auditors and ensure documentation is readily available.
- Ensure draw balances are in good condition.
- Manage several spreadsheets to accurately document accrual entries.

### 2. Human Resources Function

- Manage payroll and benefits administration.
- Conduct staff training and new employee onboarding.
- Collect relevant information from appropriate supervisor for each vacant position.
- Create and manage job postings.
- Review incoming resumes.
- Conduct and document initial candidate interviews.
- Ensure employee grievances are heard and appropriately documented.

### 3. Property Management

- Ensure maintenance is conducted regularly.
- Conduct informal inspection of the property for potential problems and safety risks.
- Preserve all warranty documentation.

### 4. Financial Management

- Ensure all bills are paid in a timely manner.
- Manage monthly reporting for the Metro Council.
- Oversee grantmaking process.
- Create a budget at the end of each year for each bond issue.
- Review interest rates on projects.
- Manage quarterly reporting.
- Review reports from developers before funds are advanced for construction loans.



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## QUALIFICATIONS

- Strong written and verbal communication skills.
- Experience managing multiple projects at one time.
- Minimum of five years of experience in a financial management position.
- Strong attention to detail with the ability to multi-task.
- Experience working in a fast-paced regulatory environment, preferably public sector.
- Proven track record of teamwork and integrity.

## TO BE CONSIDERED

This position is open until filled and may close at any time. Candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process.

To be considered, candidates must submit a cover letter and resume to [cafavpo@consultssa.com](mailto:cafavpo@consultssa.com). Should you have any questions regarding this position or the recruitment process, please call Camille Frugé, SSA Consultants at 225.769.2676 or email her directly at [cafavpo@consultssa.com](mailto:cafavpo@consultssa.com). Confidential inquiries are welcomed.