



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

**Position Description:** Reporting to the Chief Operating Officer and functioning as a member of Senior Staff, the Chief Financial Officer is responsible for planning, implementing, managing and controlling financial related activities of Invest Atlanta and its' related entities. With five departments, Invest Atlanta operates as a quasi-governmental authority serving as the economic development agency for the City of Atlanta

The CFO manages a staff of six professionals performing financial, real estate and administrative activities.

**Responsibilities:**

Financial Management, Planning and Economic Development Support

- 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;
- 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;
- Maintain and ensure compliance with procurement policies and procedures;
- 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;

- Manage the IT infrastructure and resources providing the planning, direction and administration of a comprehensive IT program for the Authority;
- Advance the implementation of IT initiatives including aligning and integrating Microsoft Dynamics GP with business unit needs.

#### Real Estate Asset Management and Disposition

- Oversee 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.
  - Lead the disposition of City owned properties assigned to Invest Atlanta;
  - Assure compliance with partnership and development agreements;
  - Review and advise on real estate contracts;
  - Direct cost accounting for sale of Invest Atlanta owned properties;
  - Design and implement strategic plans for distressed properties.

#### Facilities Management & Human Resources

- Manage payroll and the annual financial impact of benefits and retirement plans;
- Oversight of facilities management and daily operations of the Georgia Pacific office;
- Administer procurement of property, general liability and director's office insurance.

#### Legal Compliance Assurance

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

#### **Qualifications and Requirements:**

- Bachelor's degree in Business, Finance or Accounting;
- MBA or CPA required;
- Eight to ten years of experience as a "hands on" seasoned finance professional with a public or private entity. Experience with an economic development 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.

**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.