



## Senior Director, Finance

**Status:** Full-time, Exempt  
**Location:** Columbus, Ohio  
**Salary Range:** \$95,000 - \$115,000 annually

The Council of Development Finance Agencies (CDFA at [www.cdfa.net](http://www.cdfa.net)) seeks a motivated, well-organized and energetic individual to fill the position of **Senior Director, Finance**. This position is responsible for delivering on CDFA's accounting, budgeting, banking, and fiduciary operations. The Senior Director, Finance is a proven accounting and financial management expert. More specifically, the position will be responsible for the following tasks:

- Managing all aspects of the day-to-day financial operations including billing, collections, payments, accounts management, deposits, check writing, refunds, etc.
- Managing forecasting and cash flow management
- Managing CDFA's banking and financial institution relationships
- Managing monthly grant allocations, time allocations and budgeting
- Managing financial aspects of CDFA grants, contracts, and other fiduciary components
- Management and oversight of the annual budget
- Management and oversight of the annual audit process
- Preparing monthly, quarterly, and annual financial reports
- Management and oversight of the CDFA Budget & Finance Committee
- Other duties and special projects as assigned by the President & CEO.

CDFA operates in a hybrid remote work structure. Staff generally works remotely but is asked to come to the office 2-3 times a month and as necessary to complete tasks. The nature of this job generally requires a weekly in-office visit to facilitate deposits and payments, etc. Travel is required with approximately 2-3 trips per year as determined by CDFA.

### Qualifications

Qualified candidates should have 5-10 years of experience and be familiar with accounting, budgeting and must have expert experience with QuickBooks. CDFA seeks a CPA professional if possible. Previous financial management experience is required. A bachelor's degree is required. Candidates should have excellent leadership and communication skills. In addition, candidates should have strong organizational skills and be familiar with Microsoft Office, working on the internet and using email routinely. Candidates must possess the technical expertise commensurate with a position of this nature.

The ideal candidate must possess the ability to work independently, with strong written and interpersonal skills, and a high energy level. The ability to work under deadlines and successfully handle multiple priorities and excellent relationship-building skills is a must. Possessing great communication skills including listening and providing feedback is required. Finally, the successful candidate will be able to work in a team environment and contribute to all of the Council's initiatives.

While performing the functions of this job the employee is continuously required to talk or hear. Must be able to sit for extended periods of time. Frequently look at a computer screen for extended periods of time. Required to stand, walk, and reach with hands and arms.



### **Benefits**

CDFA offers a very generous benefits package, including 11 paid holidays, 12-22 days of paid vacation, and 10 days of personal leave. Vacation time is based on position rank and increases with tenure. CDFA offers a comprehensive health insurance package with employer contribution and an industry-leading 401(k) investment program with a 4% match. Opportunities for travel, creating flexible working schedules, and building a career with expanded responsibilities and advancement are offered in exchange for hard work and dedication.

### **Submission Criteria**

Interested candidates should email a cover letter, resume, salary request, and three professional references. Submissions should be emailed to Human Resources at [jobs@cdfa.net](mailto:jobs@cdfa.net).

The projected starting date for this position is immediately based on finding a qualified candidate. The Council of Development Finance Agencies does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, sexual orientation, age, religion, disability, veteran's status, or national origin in its programs or activities, including employment, membership, participation, and sponsorship.

### **About CDFA**

The Council of Development Finance Agencies is a national association dedicated to the advancement of development finance concerns and interests. CDFA is comprised of the nation's leading and most knowledgeable members of the development finance community representing hundreds of public, private and non-profit development entities. Members are state, county and municipal development finance agencies and authorities that provide or otherwise support economic development financing programs as well as a variety of non-governmental and private organizations including bankers, underwriters, attorneys, financial advisors and other organizations interested in development finance.

The Council was formed in 1982 with the mission to strengthen the efforts of state and local development finance agencies fostering job creation and economic growth through the use of tax-exempt and other public-private partnership finance programs. Today, CDFA has one of the strongest voices in the development finance industry and regularly communicates with Capitol Hill, state and local government leaders and the Federal Administration. The Council provides a number of avenues for assisting the development finance industry including education, advocacy, research, resources and networking. CDFA is ultimately the conduit linking development finance professionals together.