

**City of Memphis and Shelby County**

**Community Redevelopment Agency (CRA)**

**Position: Chief Financial Officer**

**Reports To: President**

**Supervises: Staff Accountant (Jr)**

**CRA Mission and Goals**

The City of Memphis and Shelby County Community Redevelopment Agency (CRA) was established to be a catalyst for the restoration of communities through removing blight and providing affordable housing. The CRA serves as a joint agency of Shelby County and the City of Memphis and was set up a stand-alone entity, with policies, procedures, accounts, board of directors and staff in FY 2017-18.

Our community-based approach to the redevelopment of neighborhoods needing reinvestment relies on Tax Increment Financing (TIF) as an important and strategic tool for implementing the goals of the agency.

**Position Overview**

The Chief Financial Officer (CFO) plays a critical role in the leadership of the CRA and is charged with ensuring effective management and investment of the CRA’s financial resources in support of the strategic vision for the agency as defined by the Board of Directors and the President. The CRA is governed by a specific state statute, bylaws, and Internal Control and Purchasing Procedures. The CFO will implement processes and procedures throughout the organization and within all CRA projects and investments to ensure appropriate tracking and reporting of all financial activity.

The CFO will work collaboratively with the President to evaluate potential program investments, and to present financial analyses and recommendations to the Finance Committee and the Board of Directors at the direction of the President.

The CFO will be responsible for developing programmatic reporting and performance tracking procedures and consistently implementing these procedures across the CRA’s programs. In addition, the CFO will prepare financial projections for the organization’s performance and work with the President to establish financial benchmarks tied to the CRA’s program of work.

**Job Responsibilities and Tasks**

• Advise the President and Board on financial policies and issues affecting agency operations, services and projects.

• Ensure regulatory and policy compliance by overseeing the development and implementation of financial policies and procedures to effectively manage financial operations.

• Work with the President to create a long-range financial plan.

* Ensure the timely preparation of a comprehensive annual financial report, and manage the annual audit process

• Manage the evaluation and tracking of program investments in blight remediation, infrastructure, and affordable housing.

* Lead the timely preparation of an annual agency budget and prepare monthly budget tracking reports to be submitted to the President and Board.
* Provide analysis of financial risk, and direct and indirect economic impacts of proposed projects and ongoing initiatives to the President, Finance Committee and Board to include preparing analyses of financial risks and benefits of proposed investments.
* Support the President in working with the Shelby County Assessor’s Office, the Office of the Shelby County Trustee and the City of Memphis Treasurer’s Office as required and as governed by state statutes.

• Provide ongoing training to all members of the agency for accounting and finance related tasks and responsibilities as necessary.

* Review and approve purchase orders, invoices, payroll, and various departmental expenditures based on policies and procedures that will be established through coordination with the President.

• Evaluate and modify finance and accounting processes (purchasing, AR/AP, payroll, budgeting, reporting) & other operating procedures to improve reporting and performance.

* Exercise primary responsibility for financial reporting, and accuracy & priority-setting tools.
* Report on the management of TIF assets, and the resources available for future programmatic investments, as well as the sustained operation of the Agency.
* Maintain an adequate accounting system appropriate to CRA operations and implement the internal control system as appropriate for properly safeguarding CRA assets.

**Education, Experience, Knowledge & Skills**

* The ideal candidate would hold a Masters Degree in Accounting, or Business Administration with an emphasis in Accounting.
* A Bachelors Degree in Accounting or Business Administration with an emphasis in Accounting is required. A CPA, CGFM (Certified Government Financial Manager, or CMA is a minimum job requirement.
* Proven senior fiscal management, full charge financial operations, experience with hands on accounting experience for a government agency or nonprofit agency is strongly preferred and a qualified candidate will have 5 years of experience in a senior financial management role for a similarly-sized nonprofit, local government, county, or state agency at a minimum.
* Experienced in municipal finance involving investments, TIF Financing, and GASB / GAAP is a preferred, with FASB experience required.
* Experience with public private partnerships, urban revitalization, affordable housing and/or economic development finance, tax credits, and the tools and programs supporting this work at the federal, state, and local level. Knowledge of tax increment financing and other public incentives, particularly those in Tennessee, or similar to those in Tennessee’s statutes, is preferred.
* Five years minimum experience with full charge accounting and financial reporting software required (such as QuickBooks, Great Plains, etc.)
* Excellent skills with Microsoft Word, Excel, PowerPoint, and Outlook with aptitude in Microsoft Project preferred.
* Thrives in an environment of transparency and takes a positive approach to leading and developing staff and creating an environment that recognizes everyone’s contributions to the CRA’s mission.
* Excellent oral and written communicator, who accepts input from others, and is an effective and timely decision maker.
* Experience with Human Resources, IT and other offices management functions preferred.
* Consistently demonstrates a positive and solution focused attitude and embraces the mission of the CRA in all interactions with the staff, the Board, and citizens.