

EDC Warren County
Position Description
Director of Finance and Compliance

Role

This position is responsible for the organizations financial accounting services while representing Economic Development Corporation to industries, businesses, and New York State as a premier business location.

Duties

- Administer and monitor the financial system to ensure that finances are maintained in an accurate and timely manner for EDC and additional entities that EDC is responsible for
- Assist with budgeting, financial resource planning and management of the company's cash flow to meet ongoing obligations for EDC and additional entities that EDC is responsible for
- Coordinate, analyze and report the financial performance to the President and Board of Directors monthly for EDC and additional entities that EDC is responsible for
- Prepare all year-end financial reports, reconciliations of EDC and additional entities that EDC is responsible for and coordinate all aspects of the annual audit and required federal and state tax filings
- Ensure that the regulatory requirements of all statutory bodies are met regarding all financial and compliance matters of EDC and additional entities that EDC is responsible for, specifically PAAA and ABO
- Participate in maintaining regular contact through site visits with local business to assist in identifying and supporting retention and expansion efforts
- Assist small and/or start up business seeking funding options through identification of available loan/grant funds and the necessary training to secure such funds
- Support overall EDC team and Board in leading and assisting key community workgroups, forums, and planning efforts such as broadband, housing, year-round tourism development, professional relocation etc.
- Help organize, administer, and oversee data collection and analysis in key economic development areas
- Develop or improve upon and consistently deploy accurate (daily, weekly, monthly, year-end and exception) reconciliations and financial reporting
- Ensure the accurate and timely processing of accounts payable, accounts receivable, cash flow control, payroll processing, and tax compliance
- Perform and oversee accounts receivable activities ensuring accurate and timely management of all accounts receivable aging components including billings (weekly, monthly, quarterly, annually), cash receipts application, monthly client statements and on-going collection of A/R aging
- Perform and oversee accounts payable activities including properly recording of vendor invoices to client projects or overhead accounts, processing of vendor payments according to established schedules; daily import and processing of credit card transactions; follow-up and processing of missing vendor invoices
- Communicate across Leadership and with outsourced supports and external stakeholders (bank, CPA firm, Payroll Processing firm; HR consultants, TPA firm, etc.)

Qualifications

- Degree level education in accounting or finance, graduate degree a plus
- Experience in government or non-profit accounting, compliance
- Experience in the administration, including reporting and compliance of federal and state funding programs
- Experience in data collection and analysis
- Positive team member skills with acumen
- Strong communication skills
- Accounting software proficiency

Submit resume to jobs@edwc.org