**Position Purpose:**

The Chief Financial Officer (CFO) reports directly to the Executive Directors of AIDEA and AEA within the “Shared Services” agreement. The CFO is responsible for implementing protective measures to safeguard AIDEA & AEA assets, as well as all financial reporting of the Authorities, which is inclusive of accounting and funds management. The CFO is responsible for overseeing bond issuances, participating in key committees of AIDEA, and managing acquisitions and divestitures. The CFO manages the Finance Division which includes overseeing functions such as treasury, investing, accounting, internal and external financial reporting, procurement, and budgeting.

**Essential Functions:**

**Finance – AIDEA/AEA**

**Debt Management**

1. Oversees AIDEA and AEA bond issuances and coordinates conduit bond issuances.
2. Works closely with bond trustees, underwriters, financial advisors and bond counsel in advising and assisting them with the financial aspects of work performed on behalf of AIDEA and AEA.
3. Leads efforts for all debt management activities, including bond issuance process from initial concept through final transaction.
4. Supervises maintenance of and compliance with bond covenants, continuing disclosure and financial reporting requirements mandated by bond resolutions, statutes and otherwise to ensure compliance with legal and other requirements.

**General Responsibilities**

5. Supervises assistant CFOs/controllers, senior accounting and procurement staff, including staff recruitment, training and evaluation.
6. Develops written policies and procedures for debt, investments and all other areas of responsibility as needed.
7. Supervises work of independent auditors on annual audits, preparation of special procedures letters and coordination of special projects.
8. Establishes and implements short- and long-range departmental goals, objectives, policies, and operating procedures.
9. Supervises preparation and submission to the Executive Directors and Boards of all reports reflecting financial activities.
10. Supervises preparation of financial data for official statements and other published documents.
11. Supervises payment of expenses and receipt collections from projects, grants, federal and state sources, and investments.

**Investments**
12. Ensures that each Authority’s funds are invested in accordance with Authority policies, guidelines and covenants and ensures that banking and trust activities are monitored.
13. Manages acquisitions and divestitures in line with AIDEA’s mission.

**Accounting**
14. Responsible for all aspects of accounting, including the maintenance of accounting records, development and maintenance of internal controls safeguards, development and implementation of accounting procedures and preparation of required periodic and special reports, including preparation of annual audited financial statements.

**Procurement**
15. Supervises procurement activities, including procurement needs of construction projects and grants.

**Budgeting**

**Other**
17. Other duties as assigned.

**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**
While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS**
Requires intermediate to advanced skills in word processing, presentation software, database software, advanced spreadsheet software, email and general office equipment.

**CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:**
Significant supervisory experience required. Knowledge of governmental finance, accounting, budgeting, and cost control principles including generally accepted accounting principles as well as the ability to analyze financial data and prepare financial reports, statements, and projections is essential. Individual should have strong experience with all facets of debt management, including bond issuances. Knowledge of automated financial and accounting reporting systems is required, as well as expanded knowledge of governmental appropriations and budgeting processes.

Significant executive management skill and experience required. Experience managing acquisitions and divestitures of multi-million dollar corporations and/or assets is required. Experience in strategic planning, setting of goals and performance standards, and experience in implementing effective operational approaches is required. Individual must have strong skills in written, verbal and interpersonal communication. Individual must be able to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects. This position requires a high degree of independent action.

**DESIRED QUALIFICATIONS:**
Bachelor’s degree in accounting, finance, business administration or a related field and a minimum of ten years’ experience in a managerial and finance position, including supervision of finance staff. The candidate should also have 10+ years of progressively responsible experience for a major company or division of a large corporation or governmental agency, experience in partnering with an executive team, and significant experience in public finance. Preference will be given to candidates with an MBA in Business and/or Finance, certifications as Public Accountant (CPA) or Management Accountant (CMA) or significant experience as a CFO, COO or other senior management position.
## Positions Supervised By This Position:

<table>
<thead>
<tr>
<th>PCN</th>
<th>Job Title</th>
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<tbody>
<tr>
<td>08-0209</td>
<td>AIDEA Assistant CFO/Controller</td>
</tr>
<tr>
<td>08-0453</td>
<td>AEA Assistant CFO/Controller</td>
</tr>
<tr>
<td>08-0423</td>
<td>Accounting Systems Analyst</td>
</tr>
<tr>
<td>08-X038</td>
<td>Financial Systems Analyst</td>
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<tr>
<td>08-0220</td>
<td>Chief Procurement Officer</td>
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</tbody>
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