

JOB OPPORTUNITY – FINANCIAL MANAGER

- **GLEN COVE COMMUNITY DEVELOPMENT AGENCY (CDA)**
- **HOUSING CHOICE VOUCHER PROGRAM (HCV)**
- **INDUSTRIAL DEVELOPMENT AGENCY (IDA)**
- **LOCAL ECONOMIC ASSISTANCE CORP. (LEAC)**

Manage and coordinate all aspects of the accounting, finance and reporting for the Glen Cove CDA, IDA, LEAC and HCV Program.

- Responsible for all bookkeeping functions, including bank reconciliations, invoicing, accounts payable and receivable, payroll and retirement reporting.
- Vouchering for Community Development Block Grant (CDBG), New York State Department of Transportation (NYSDOT) and administration of various grant funding sources, including grant close-out.
- Prepare and present four annual operating budgets and comprehensive annual financial reports for the CDA, IDA, LEAC and HCV Program to Board members.
- Ensure that all filings are implemented in a timely manner for grants, payroll and annual reporting. Including year-end filings for CDA, IDA, LEAC to the Office of the State Comptroller and New York State Authority Budget Office and HCV electronic filing to HUD.
- Maintain and report on HCV tenant fraud. Initiate and supervise fraud collections with HCV Administrator and City Attorney. File annual financial report in Real Estate Assessment Center (REAC). Prepare monthly HUD Voucher Management System (VMS) reporting for HCV. Interface with administrator regarding funding and budget.
- Maintain relationships with Bankers and auditors. Ensure that funds are invested properly and reported annually per the investment policy. Responsible for all treasury functions.
- Ensure that all financial reporting and disclosures are up to date on Agency websites.
- Coordinate all aspects of the annual audit, including account analysis, journal entries, preparation of supplementary schedules and audit binders.
- Responsible for monthly review and processing of the Public Amenities vouchers for major Waterfront Redevelopment Project paid from bond proceeds. Maintain Public Infrastructure Fund schedule. Interface with bond Trustee and professional firm certifying the requisitions. Transfer funds from bond account to City as needed.
- Special projects and reporting requested by the Chairman and/or Executive Director.

Applicant must be proficient in the following software programs:

- QuickBooks
- Excel
- Microsoft Office
- Outlook

Education:

Bachelor of Science from accredited university/college with concentration in financial management

Experience:

Minimum 3 years' experience in a supervisory role of financial management. Government finance experience preferred with knowledge of Authorities Budget Office (ABO) Public Authority Reporting Information System (PARIS).

Apply:

Submit resume to: cbyrne@glencovecda.org

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