



# DOWNTOWN GREENSBORO

536 SOUTH ELM STREET | GREENSBORO, NC 27406

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<b>Job Location:</b>	Greensboro - Guilford County
<b>Employment Type:</b>	Full Time (40 hours per week) Salaried Exempt
<b>Position Title:</b>	Chief Financial Officer/Controller
<b>Reports To:</b>	President/CEO of Downtown Greensboro, Inc.

## About the Organization:

Downtown Greensboro Incorporated (DGI) is an economic development organization focused on stimulating investment and activity in the center city. DGI is a non-profit entity and is led by a 24-member Board of Directors composed of volunteers representing specific stakeholders in the center city.

## Position Summary:

The Chief Financial Officer (CFO) is responsible for analyzing financial data, reporting financial performance, preparing budgets, and monitoring expenditures and costs. Additional duties include managing financial risk and protecting assets through enforcement of internal controls, oversight of Humans Resources and Employee Benefits, establishing, monitoring and enforcing policies and procedures. Oversight of external audit and compliance with governmental reporting is also required.

## Essential Duties and Responsibilities:

- Work closely with the President in guiding financial decisions by establishing, monitoring, and enforcing policies and procedures.
  - Financial Reporting: Prepare monthly financial statements and schedules for each corporation. Prepare Quarterly financial statements for the Board of Directors. Review statements with President, Executive Committee and Board of Directors.
  - Account Reconciliation: Reconcile monthly all bank accounts. Document and verify both restricted and unrestricted fund balances.
  - City of Greensboro & Guilford County Reporting: Prepare quarterly financial and project reports as per specific contract requirements.
  - Accounts Payable & Receivable: Process and prepare all checks to pay outstanding invoices. Prepare Sponsor, Donor & Client invoices as needed. Prepare and submit annual 1099's and 1096 reports.
  - Payroll: Prepare, submit and record bi-weekly payroll. Verify quarterly payroll tax submission. Verify annual payroll reporting including W-2's and W-3.
  - Preparation of Annual Budgets: Collect, analyze, and consolidate financial data to prepare the annual Operating Budgets for DGI and DGF. Oversee and coordinate preparation of additional budget requests.
  - Manage Cash Flow: Monitor cash flow projections to insure adequate funding for upcoming financials commitments and review data with the President on a regular basis.
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- External Audit: Coordinate and oversee scheduling and information requests for required external audit and any additional City or County reviews.
- Policies and Procedures: Guide financial decisions by establishing, monitoring, and enforcing policies and procedures. Protect assets by establishing, monitoring, and enforcing internal controls.
- Governmental Reporting: Comply with federal, state, local reporting requirements.
- Human Resources: Oversee Employee Benefit Plans by working with various providers as per employee contracts, budget and organizational policy. Maintain appropriate employee records as per legal requirements. Assist with Human Resource issues and compliance with approved Personnel Policies and Procedures.
- Annual Fund Drive: Direct and track responses from prospective donors. Assist with donation follow-ups.
- Financial Information Coordination: Assist and respond to all financial inquiries or issues from donors, partners, clients, vendors, etc.
- Manage Façade/Catalyst, etc. grant documentation and requirements.
- Festival/Event Cash Management and Reporting: Manage, reconcile and generate reports showing recap of Ice Rink, Fun Fourth, Festival of Lights, Holiday Parade and any additional large events run by Downtown Greensboro.
- Special Projects: Assist in the development, preparation and/or review of economic data and financial analysis for various projects and issues as assigned or directed by the President. Prepare special reports by collecting, analyzing, and summarizing information and trends.
- Other tasks as assigned by the President or Board of Directors.

## **Preferred Qualifications and Experience:**

- 4 Year Under-Graduate degree; B.S/B.A. in Accounting. CPA a plus.
  - Proficiency in Quickbooks for Non-Profits, MS Office (Excel, Word, and PowerPoint, Access), and Outlook email and calendar scheduling.
  - Minimum of 5 years demonstrated successful experience in progressive non-profit office environment.
  - Minimum of 3 years over seeing payroll and Employee Benefits administration.
  - Strong problem-solving ability along with leadership skills and strategic vision.
  - Strong organizational and time management skills with the ability to handle multiple, high priority projects with a keen attention to detail and a high degree of accuracy.
  - Professional and friendly demeanor; team player orientation; excellent verbal communication skills with ability to interface with internal and external parties.
  - Ability to multi-task and work effectively in a fast-paced environment.
  - Must maintain confidentiality and discretion regarding staffing, projects and reporting.
  - Must be self-directed and able to perform duties with minimal supervision.
  - Strong work ethic and reliability.
  - Familiarity with Greensboro, specifically downtown is a plus.
  - Knowledge of economic development, event management and non-profit terminology a plus.
  - Background Check will be conducted
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