

# URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

## DEPARTMENT: FINANCE POSITION: CHIEF FINANCIAL OFFICER

### **POSITION SUMMARY**

This position is for the Chief Financial Officer (CFO) in the Finance Department at the Urban Redevelopment Authority of Pittsburgh (URA). The CFO will be a strategic thought-partner, skilled manager of people, and proven effective leader of an organization's overall financial operations. The CFO reports directly to the Executive Director.

The successful candidate will have strong managerial and supervisory skills required to guide change in workplace culture. The candidate must be a hands-on, participative manager who will lead and develop an internal team. The CFO will play a critical role in partnering with the senior leadership team in strategic decision making and operations of the URA as the organization continues to enhance its financial and compliance stewardship.

The URA is the City of Pittsburgh's economic development agency, committed to creating jobs, expanding the City's tax base and improving the vitality of businesses and neighborhoods.

### **ESSENTIAL FUNCTIONS**

- Oversee and ensure effective performance of the URA's financial accounting and reporting
- Oversee and ensure effective performance of payroll preparation, budget preparation and general administration of financial-related management and systems
- Evaluate financial processes, systems, technology, and staff, recommending and implementing improvements as required
- Collaborate with and support all departments including, but not limited to, asset management, compliance assurance, economic development, housing, real estate, loan and grant servicing, human resources, legal, and more
- Assist program and project managers with the preparation of budgets for funding applications and management of existing program and project funding
- Determine borrowing and leasing needs of the URA such as for its offices, office furnishings, office equipment and vehicles.
- Monitor the income producing assets such as its portfolio of garages, Tax Increment Financing (TIF), HUD 108 and Parking Tax Diversion (PTD) loans.
- Establish and maintain good working relationship with lenders, underwriter's and financing agencies.
- Obtain favorable financing terms and assure compliance with all terms and conditions.
- Oversee trustees of TIFS, PTDS and bonds assuring compliance with all terms and conditions.
- Co-Operation Agreements with the three taxing bodies and bond obligations set forth by the state and federal finance agencies.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments; and oversee all financial, project/program and grants accounting
- Coordinate and lead the annual audit process; assess any changes as necessary
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status

- Manage organizational cash flow and forecasting
- Implement a robust contract and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual
- Effectively communicate and present critical financial matters to staff, senior management, the Executive Director, and URA Board of Directors, as appropriate
- Contribute to team effort by accomplishing related results as needed
- Participate on committees and special projects and seek additional responsibilities
- Perform other duties as required

## **QUALIFICATIONS**

- Bachelor's degree in Finance, Accounting or Business Administration; Master's preferred
- 10 years of experience working in a finance department or office setting, with a minimum of 5 years of supervisory leadership
- CPA, CMA, MBA or other related accreditations are strongly preferred
- Strong knowledge of Government Finance Agency best practices and requirements
- Strong knowledge of information technology required
- Microsoft Outlook/Excel, Salesforce, and Serenic experience and expertise strongly preferred
- Excellent leadership skills to develop team-oriented department excelling at customer service
- Experience in managing processes, financial software, developing standards, auditing, accounting, corporate finance, tracking budget expenses, analyzing information, developing budgets and performance management required
- Excellent verbal and written skills required
- Customer service skills required
- **City residency is a condition of employment**

## **SALARY**

**Range: \$110,000 - \$112,000**

**The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.**

**AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.**

Please email resume and letter of interest to:

Columbus C. Brooks, GCDF  
 Human Resources Manager  
 Urban Redevelopment Authority of Pittsburgh  
 200 Ross Street, 12<sup>th</sup> Floor  
 Pittsburgh, PA 15219  
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2/15/18