



CARVER COUNTY
COMMUNITY
DEVELOPMENT
AGENCY

Director of Finance

Job Description

EMPLOYEE NAME:**CLASSIFICATION:** Exempt**DEPARTMENT:** Finance**SUPERVISOR:** Executive Director**SALARY GRADE:** 4**SALARY RANGE:** \$111,592 - \$150,634**DATE:** 2025

JOB SUMMARY:

Under the general supervision of the Executive Director, this position is responsible for the overall organization and management of CDA financial and budget functions. This position also recommends fiscal policies and financial services to the Executive Director.

SUPERVISORY: Leads and supervises the Assistant Director of Finance and indirectly supervises the Accounting Technicians.

SUPERVISION RECEIVED: Works under the supervision of the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:**Fiscal and Administrative Responsibilities:**

- Develop and maintain fiscal policies and accounting systems adhering to sound accounting practices and principles to the CDA, Federal, State, and other funding entities.
- Responsible for oversight of CDA funds, property, and assets.
- Maintains that resource use is consistent with policies, regulations, and laws.
- Recommends fiscal policy changes.
- Assist and supervise staff to ensure that fund activity is properly recorded. Review and approve, as necessary, staff accountable tasks related to agency revenues and disbursements, payroll, inventory, tenant accounting, accounts receivable, and payables, etc.
- Ensure monthly and yearly financial closings are timely, accurate, and reported properly.
- Review, monitor, and approve internal and external reports and Department of Housing and Urban Development (HUD) and Minnesota Housing Finance Agency (MHFA) forms prepared by staff. Provide innovative ways to enhance presentation and understanding of all financial statements and ensure compliance with all regulations (i.e., GAAP, OMB, GASB, Federal, State, etc.)
- Maintain relationships with HUD, MHFA, and MN Department of Employment and Economic Development (DEED), etc. in resolving problems and issues.
- Prepare, oversee, review and revise CDA budgets for housing programs and keep current on HUD, MHFA and DEED budget changes and revisions. Be accountable to program funders for budgets.
- Oversee the setup of departmental procedural manuals and ensure they are updated on a consistent basis. Train staff in departmental procedures and monitor workloads.
- Attend monthly CDA Board meetings to answer financial, auditing, funding, employee benefits, insurance or related questions and advise and inform Commissioners and Executive Director of same.

- Set up accounting systems and procedures as new programs are added; ensuring that the fund is set up in an efficient manner and follows all regulations related to the specific programs.
- Conduct special projects upon request by Executive Director.

Develop and maintain adequate internal control and audit procedures to comply with CDA, Federal and State regulations and generally accepted audit standards and Government Auditing Standards.

- Manage and review accounting systems for audit compliance.
- Solicit proposals for agency financial audits.
- Coordinate agency audits and implement methods for resolving audit findings.

Manage Accounting and Finance personnel.

- Determine staffing needs, training needs, merit pay increases, and organizational structure.
- Interview and hire needed staff.
- Conduct performance evaluations and update job descriptions as needed.
- Ensure appropriate staff training in department procedures and monitor workloads.

Accountability for agency revenues and disbursements, payroll, rent accounting, accounts receivable and payable.

- Ensure monthly and yearly financial closings are timely and reported properly. Review and reconcile monthly financial statements.
- Ensure IRS tax reporting requirements are executed in a timely manner.

Develop and maintain effective cash flow practices to ensure cash availability.

- Establish and maintain relationships with banking officials.
- Confer with the Executive Director on a regular basis regarding cash needs and requirements.
- Maintain adequate bank collateral for all funds.
- Invest all discretionary funds either at local banks or in other acceptable investment vehicles to maximize the return.
- Maintain liaison with fund grantors to ensure program funds are received in a timely manner.

Procure and maintain insurance coverage and function as Risk Manager to all departments to ensure proper insurance requirements are met.

- Ensure CDA procurements follow the agency procurement policy and applicable HUD and Government Accounting Standards Board (GASB) requirements.
- Assure compliance with insurance requirements for contracts.
- Represents Carver County CDA at State Worker's Comp and Unemployment Compensation hearings.
- Ensure annual physical inventory is performed and reconciled to general ledger.
- Maintain subsidiary property records.
- Review staff journal entries to ensure that inventory items are properly recorded according to capitalization policies and that the correct fund is paying for the inventory item.
- Review entries transferring development cost to fixed asset accounts.
- Oversee the write-off of inventory items to ensure compliance with write-off policies.

Ensure all CDA procurements follow the CDA Procurement Policy and applicable federal and state laws.

Follow proper disposition procedures.

- Maintain CDA Procurement and disposition policies and state contracts.
- Solicit bids on formal contracts, direct negotiations, and obtain quotes, as necessary. Meet with vendors to

procure, rent, and lease office equipment.

- Develop and update contracts to register procedures and ensure that compliance with contracts is adhered to.

Advise Human Resources, related to agency employee group benefit plans, regarding tax issues and financial statement presentation.

Monitor all agency budgets and costs and revise, as necessary. Prepare the CDA Cost Allocation Plan. Also prepare an Administrative Budget for the Accounting and Finance Department and Administrative Budget for agency-wide functions.

- Communicate effectively with departments associated with assigned funds and provide data upon monthly request.

Coordinate planning, implementation, and maintenance of computer systems for CDA business and program functions in conjunction with Executive Director and Deputy Director.

- Direct planning and implementation of accounting, payroll, and information system for agency.
- Determine hardware and software program for user departments.
- Ensure planning, technical assistance, and training for agency departments.
- Ensure daily computer operations are maintained. Respond to problems and down time.
- Provide technical assistance regarding software programs to increase efficiency in accounting for fund activity.
- Other duties as assigned.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B. A.) from four-year college or university, plus four to five years related experience and/ or training; or equivalent combination of education and experience.

QUALIFICATION REQUIREMENTS:

- The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Assigned tasks are conducted while seated at a desk in an office environment.
- Knowledge of fund financing and accounting principles as it relates to CDA programs.
- Knowledge of fiscal planning, budgeting, tenant accounting systems, employee payroll systems, employee benefits systems and procurement procedures as they relate to agency, HUD, and state law requirements.
- Knowledge of computer systems planning and implementation.
- Ability to motivate and promote teamwork between individuals in the Accounting Department.
- Ability to delegate and accept responsibility and authority.
- Ability to communicate both orally and in writing. Ability to resolve conflicts and negotiate.
- Ability to prepare financial statements, reports, and complex governmental financial forms. Ability to solve problems and make independent decisions which require a high degree of technical or administrative expertise.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/ or boards of directors.
- Knowledge of personnel development, direction, and supervision. Knowledge of administrative practices, policies, and procedures.
- Knowledge of payroll and employee benefit systems.

- Knowledge of audit requirements and procedures.
- Knowledge of finance related to bond issues for housing projects and programs.
- Ability to make independent decisions and initiate work projects.
- Ability to effectively collaborate with people from diverse economic, social, and ethnic backgrounds.
- Ability to assign and evaluate work, motivate, and coach staff. Ability to delegate and accept responsibility and authority.
- Ability to initiate work projects and make independent decisions.
- Ability to communicate well, both orally and in writing.
- High proficiency with Microsoft Office applications.
- Ability to respond to the public in a sensitive and calm manner.
- Ability to work under pressure and meet deadlines.

THE CARVER COUNTY CDA IS AN AFFIRMATIVE EQUAL OPPORTUNITY EMPLOYER