

April 14, 2015

**JOB OPENING**

**JOB TITLE:** Chief Financial Officer

**LOCATION:** NYC

**BASIC FUNCTION:** To direct and manage all financial activities of ESD (Corporation/DED) and its subsidiaries and LDCs.

**WORK PERFORMED:**

- Direct and oversee all financial aspects of Empire State Development (“ESD”), its subsidiaries, the Job Development Authority (“JDA”), Local Development Corporations (“LDCs”) and the Department of Economic Development (“DED”). Manage and direct Treasury; Controller; Contract Administration; Subsidiary Finance; and Project Finance.
- The CFO will coordinate and direct all financial operations in a manner that complies with all applicable laws and regulations.
- The CFO will assist the President and Chief Operating Officer to convey and recommend best management practices, cost benefit analysis and the identification of new and ongoing revenue sources.
- Oversee the execution of investments of temporary cash balances and permanent reserve accounts for UDC, JDA, subsidiaries and other third party fund providers. Responsibilities include oversight of a) ESDC banking and investment dealer relationships; b) trustee selection and performance; c) compliance with ESD investment guidelines; and d) cash flow and investment income projections.
- Consult with President/CEO on all matters relating to investments and disbursement of corporate funds and funds received from the State and other third parties.
- Monitor cash flows and sources of funding to meet ESD needs.
- Oversee and work with Treasurer to direct all aspects of debt issuances of UDC and its subsidiaries, JDA and LDCs, including the analysis, structuring, pricing and sale of bonds.
- Communicate and consult with Directors of ESD, its subsidiaries and Members of JDA on all financial matters. Consult with the Bond Financing Committee on all debt issuance matters and chair Bond Financing Committee meetings.
- Direct and oversee the development of financial plans for ESD. Direct and manage the development and implementation of the budget process and interface with the NYS Division of the Budget and the State Legislature.
- Working with the Controller, oversee the financial and general accounting functions including the preparation of periodic financial reports and records for annual audit by external auditors. Ensure adherence to Government Accounting Standards Board statements.
- Establish policies and oversee implementation for the administration of all corporate and subsidiary contracts, procurement procedures, and auditing of outside consultants.
- Oversee all payroll and purchasing activity
- Oversee underwriting and servicing policies for all Corporation and JDA loans.

**EDUCATION & REQUIREMENTS:**

Education Level Required: Master of Business Administration (“MBA”) or Master of Public Administration (“MPA”) in Accounting, Finance or related field.

Experience Required: 12+ years of progressive financial management, including treasury management, debt issuance, financial reporting, budgeting, etc.

Knowledge Required: financial statement presentation for public authorities, accounting, debt issuance, structured finance, asset-backed debt, real estate asset management, public budgeting, cash management, investment, insurance, underwriting, contracting, procurement & government administration.

**APPROXIMATE STARTING SALARY:** \$165,000

**INQUIRE**

Eileen Mason, VP, Human Resources

**DEADLINE:** At least 2 weeks or until the position is filled.

**Internal Candidates:** COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

**External Candidates:** SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**