



JOB OPENING

**JOB TITLE:** Financial Analyst/Project Manager

**LOCATION:** ECHDC, Buffalo

**BASIC FUNCTION:**

Successful candidate will have primary responsibility for financial oversight of all aspects of ECHDC’s operations and project management and oversight of multiple projects. Specifically, candidate will be responsible for ensuring proper budgeting, financial reporting, and the implementation of all appropriate business practices required for effective fiscal management of ECHDC. In addition, candidate will oversee fiscal analysis for, and overall financial evaluation of, all future ECHDC developments, including the construction/renovation of the AUD block and new development at the Outer Harbor. This position will also oversee all ECHDC dealings with Global Spectrum (“Global”), which currently manages Canalside on ECHDC’s behalf, and other vendors that provide, or propose to provide, ongoing support for ECHDC projects.

**WORK PERFORMED:**

- Actively manage, and take primary responsibility for, all matters of a business and/or financial nature related to any ECHDC activity or project;
- Evaluate, and provide active oversight for the financial operations at Canalside, including Global’s implementation and execution of cash/inventory control processes and its record keeping/reporting practices. Provide general business guidance to ECHDC staff to help facilitate effective management of Canalside operations;
- Analyze the budgets proposed by Global, and other future contracted operators, and actively participate in the monitoring of financial results as compared to the established budgets. Take all actions necessary to remedy ongoing negative variances;
- Develop, analyze and evaluate potential financing scenarios and development plans for future ECHDC projects. This will include the provision of specific recommendations- based on NPV analyses, discounted cash-flow models, and/or similar techniques- for specific financing structures that provide optimal returns to ECHDC and the Buffalo community;
- Monitor and review monthly, quarterly and flash reports prepared by Global and other ECHDC vendors. Ensure that all variances are properly recorded and explained. Report any issues to ESD Finance staff;
- Work with Global, and other contracted project operators, to establish business-management policies and directives that will expand efficiencies, lower costs, and generally improve financial returns to ECHDC;
- Review, analyze and approve all monthly bank reconciliations, requests for cash advances, amendments to insurance policies, and procurement activities related to any ECHDC project;
- Undertake all contract administration, including budgetary control and consultant invoice processing;
- Facilitate/coordinate reviews by external City, County, State, and other regulatory agencies;
- Evaluate all financial aspects of bid packages;
- Oversee and coordinate the preparation of all Board materials, including all financial reports/analyses;
- Participate in project management tasks as work schedule permits;
- Other identified duties, as appropriate and assigned by ECHDC/ESD management.

**EDUCATION & REQUIREMENTS:**

Education level required (*education required for this position*): Bachelor’s Degree in Accounting, Business Administration, or related field from an accredited College; MBA, CPA or CIA a plus

Experience required (*include no. of years required*): 4 years public and/or private accounting, auditing budget planning or business management experience

Knowledge Required: Strong knowledge of financial reporting and analysis; experience in budget preparation and review; extremely detail-oriented with strong organizational skills to manage multiple tasks; effective written and oral communication skills; ability to work within deadlines while still providing a high-quality work product; superior knowledge of Microsoft Office products.

Preferred Knowledge:

Experience in working with governmental agencies, architects, contractors, and/or maintenance staff a plus

**APPROXIMATE STARTING SALARY:** \$55,000 - \$60,000

**INQUIRE**

Maria Gately, Manager, 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)