

Job Opening  
September 29, 2016

**JOB TITLE:** Sr. Director – Finance  
**DEPARTMENT:** Chief Financial Officer (CFO)

**LOCATION:** Finance/NYC

**BASIC FUNCTION:**

Assist CFO and Finance operating units, including Treasury, the Controller’s Department, Project Finance and Contract Administration, with various presentations, financial analyses, operations reviews, strategic planning, financial reporting and analysis, forecasting, bond financings, budgeting, contract negotiations, procurement, risk management, and special projects.

**WORK PERFORMED:**

- Assist with preparation of internal and external financial presentations;
- Prepare financial analysis, forecasts and reports of various Finance operations and projects;
- Analyze ESD operating issues and propose solutions;
- Assist with various department projects;
- Assist with annual budget preparation, variance analysis and presentation;
- Assist with development and implementation of database and reporting systems;
- Prepare process maps of department operations and procedures;
- Develop graphic presentations of organization systems and processes;
- Assist with development of ESD strategic plans and financial goals;
- Work with department to develop streamlined operating processes;
- Coordinate responses to financial information requests;
- Represent CFO at various functions and meeting; and
- Assist CFO with various special projects.

**EDUCATION & REQUIREMENTS:**

Education Level required: Bachelor Degree in Finance, Accounting or Business Administration (MBA a plus).

Relevant experience required: Minimum 7+ years’ of work experience in finance, accounting, treasury, budgeting, contracts, procurement, risk management or related experience. Public sector experience a plus.

Knowledge required: Strong knowledge of treasury, finance, accounting, budgets, procurement and contracts. Excellent computer skills and strong expertise in various software applications. Outstanding oral and written communication skills. Ability to work with all levels of management and as a team player.

**APPROXIMATE HIRING SALARY:** Up to \$85,000

**INQUIRE**

Leah Schanke, AVP, Human Resources, ESD Corporation

**DEADLINE:** At least two 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**