



JOB OPENING
November 19, 2014

JOB TITLE: Director, Subsidiary Finance
DEPARTMENT: Controller's Dept.

Location: New York City

BASIC FUNCTION: Responsible for the financial oversight of all ESD Subsidiaries and major Corporate projects.

WORK PERFORMED:

- Manage and direct Subsidiary Finance staff in the day-to-day financial oversight of ESD's Subsidiaries and major Corporate Projects.
- Review and pre-approve (on behalf of ESD Finance) the funding sources and financial terms for all items slated for action / approval by the various Subsidiary Boards of Directors.
- Attend all Subsidiary Board meetings and relevant ESD Board meetings.
- Work with Contract Administration to review the validity of funding source(s) and other financial provisions for all Subsidiary funding agreements, major contracts, and development documents.
- Coordinate the preparation of annual operating and capital budgets, including funding sources, with Subsidiary Presidents and staff for presentation to their respective Board of Directors.
- Analyze and review Budget Variance reports with Subsidiary Finance staff and Subsidiary staff on a quarterly basis for submission to the ESD Board of Directors.
- Provide general business and financial assistance / guidance to the Subsidiaries, as needed.
- Serve as liaison between the Subsidiaries and ESD Finance on various issues.
- Review, and approve for payment processing, Subsidiary payment requests over \$50 thousand.
- Oversee the preparation of a monthly schedule of the sources and uses of all funding, including ESD's Corporate funds, for all Subsidiaries and major projects.
- Special projects and assignments as required.

Minimum Requirements

Education Level required: Bachelor's degree in finance, accounting or related field. Advanced degree a plus.

Relevant experience required: 3-5 years of management experience in a relevant finance field (i.e., real estate finance, public finance, accounting, budgeting, etc.).

Knowledge required: Excellent oral and written communication skills. Superior analytical aptitude. Proficient in MicroSoft Office. Knowledge of PeopleSoft a plus. Significant experience in creating and analyzing budgets and cash flow projections, reviewing financial statements, and interfacing with all levels of Management.

APPROXIMATE HIRING SALARY: Up to \$85,000

INQUIRE: Maria Gately, HR 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

AN EQUAL OPPORTUNITY EMPLOYER