



# Mapleton-Fall Creek Development Corporation

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## Mapleton-Fall Creek Development Corporation Chief Financial Officer Job Description

### Job Summary:

The Chief Financial Officer reports to the Chief Executive Officer and provides daily organizational support through strategic accounting responsibilities, which include, but are not limited to oversight of fund accounting, supervision of bookkeeper, grant reporting and tax compliance, including audits performed by various agencies, as well as preparation of financial statements for annual budgeting and program development purposes. The CFO will be the staff liaison for the Finance Committee and attend board, committee and community meetings when appropriate. Additionally, the Chief Financial Officer will be expected to provide effective & inspiring leadership by being actively involved and developing a broad and deep knowledge of all MFCDC programs.

### Primary Responsibilities:

- Oversee the finance department to ensure proper maintenance of all accounting systems and function; Supervise MFCDC accounting staff; Recommend and enforce MFCDC accounting policies and procedures.
- Prepare monthly financial statements for discussion and analysis by Management, Board, and Finance Committee. Includes underlying review of accounts for proper recording, comparison to budget, cash flow planning/availability, etc.
- Coordinate preparation and filing of all tax returns including federal and state tax returns, property tax returns, and business entity forms. Tax returns may be prepared by an outside entity.
- Facilitate all audits including external auditors annually and others that arise periodically (IRS, LISC, IHCD etc.).
- Coordinate, prepare and monitor annual MFCDC & Mapleton Properties budgets with other MFCDC staff. Includes accumulating and reviewing submissions from both internal and external stakeholders.
- Supervise contractual Bookkeeper; Reconcile bank statements monthly.
- Liaison with MFCDC staff and volunteer committees, including Finance Committee & Treasurer to insure proper accounting/coding of transactions; Provide periodic reporting & administrative support as needed.
- Perform periodic review of the financial institutions used, exposure to risk (over FDIC limits), etc., and report the results to the CEO.
- Develop and utilize forward-looking, predictive models and activity-based financial analysis to provide insight in the organization's operations and business plans including but not limited to financial business plans and forecasts to create short, medium and long-term financial plans and projections.
- Remain up to date on nonprofit finance best practices and state and federal law regarding nonprofit operations.
- Build relationships that show respect and provide dignity to all neighborhood residents & stakeholders
- Support the Chief Executive Officer in organizational planning.

### Knowledge, Skills, and Abilities:

The incumbent should have proficient knowledge in the following areas:

- Managing finance (accounting, budgeting, control and reporting) for a complex nonprofit with multiple funding sources.
- Local, State and Federal housing program funding regulations, especially CDBG, HOME, and Section 42.
- Basic knowledge of real estate principles, practices and laws, finance, development and mortgage/commercial lending procedures.
- Knowledge of practices for sustainable neighborhood development including LEED-ND.