PLANNING AND DEVELOPMENT DISTRICT III
YANKTON, SOUTH DAKOTA

JOB DESCRIPTION

**JOB TITLE:** Chief Financial Officer
**REPORTS TO:** District Director

**SUPERVISORY ROLE:** May supervise other staff concerning office financial operations in the future

**OTHER MANAGEMENT GUIDANCE:** MRC Regional Rail Authority Board of Directors
Areawide Business Council Board of Directors

**INTRODUCTORY PERIOD:** Six Months

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**Primary Areas of Responsibility**

- To coordinate and implement the financial management practices of District III, the Areawide Business Council, and contracted entities.

**Essential Job Duties**

**District III:**

- Provides analysis of finances for management purposes.
- Presents financial, benefits, and program information to the Executive Board and full Committee.
- Prepares monthly financial statements.
- Prepares and monitors the District's annual budget.
- Provides information to auditors.
- Monitors costs for allowability for programs.
- Communicates with and facilitates program compliance with state, federal, and other agencies.
- Prepares financial reports for various State and Federal programs.
- Develops the Indirect Cost Plan and obtains Federal approval of Plan.
- Prepares all vouchers and checks.
- Issues payroll checks.
- Deposits payroll taxes in a timely manner.
- Prepares quarterly and year-end payroll reports.
- Stays current on payroll and HR laws and requirements.
- Reviews and processes Section 125 FSA reimbursements.
- Reviews and maintains benefits paperwork and compliance for employees
- Completes paperwork for new hires.
- Records all ACH and paper receipts and prepares deposits.
- Maintains information on procurement regulations and office policies.
- Assists in preparing budgets for applications for District III and member funding
- Works on other financial or non-financial programs and projects as needed.
Areawide Business Council (ABC) Revolving Loan Fund (RLF):
❖ Works with the RLF Manager to develop RLF operating plans and procedures.
❖ Interacts with the RLF Manager regarding financial and program issues.
❖ Prepares quarterly financial reports.
❖ Prepares periodic reports for government agencies and internal board use.
❖ Monitors costs for allowability for programs.
❖ Monitors RLF programs and regulations for changes in compliance requirements or funding opportunities.
❖ Communicates with and facilitates program compliance with State, Federal, and other agencies.
❖ Prepares 990 tax return.
❖ Prepares vouchers and checks.
❖ Records ACH and paper loan payments and prepares deposits.

MRC Regional Railroad Authority:
❖ Prepares annual financial reports.
❖ Prepares board meeting agendas and handouts.
❖ Attends board meetings and takes minutes.
❖ Prepares vouchers and checks.
❖ Records ACH and paper receipts.

Other Activities
❖ Will attend District Committee, Executive Board, ABC, and MRC meetings as requested by the Director.
❖ May be required to attend meetings within the District area, including evening meetings.
❖ May be required to stay overnight to participate in certain meetings.
❖ Will attend out-of-area meetings, if necessary, for training or management activities.
❖ May provide input to the Director on personnel matters, as requested.

Skills
❖ Must understand financial statements, budgeting, and cash flow analysis.
❖ Must be proficient in QuickBooks or other accounting software.
❖ Must be proficient in Excel and comfortable with Word.
❖ Must be able to maintain confidential information.
❖ Must possess excellent math/accounting abilities.
❖ Must possess good communication skills (written and verbal).
❖ Must be able to tactfully deal with a variety of people.
❖ Must be able to establish and meet deadlines.
❖ Must be able to organize and manage financial records and files.

Education/Work Experience
❖ AA, AS, BA, or BS in accounting and
❖ Five (5) years’ experience in all aspects of bookkeeping, accounting, and financial analysis.

Other Essential Requirements
❖ Must be bondable.
❖ Must successfully complete the National Development Council (NDC) Economic Development Finance Certification Program, at the direction and expense of District III, within two years of employment.
❖ Must have a valid driver's license and the ability to drive a vehicle for work purposes.