

**Quonset Development Corporation
Job Profile**

Position Title:	Finance Director	Date Written:	01/01/2015
Division:	Management	Reports to:	Managing Director
Department:	Finance		
Grade:	12	FLSA Status:	Exempt

Section 1: Position Summary:

The Finance Director is accountable for the accounting operations of the QDC, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results and ensure that reported results comply with generally accepted accounting principles. In this capacity, the incumbent maintains custody of QDC corporate funds and securities, keeps full and accurate accounts of receipts and disbursements in books belonging to the corporation and deposits all monies and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the directors. . She/he directs other managers and staff, including but not limited to performance management, hiring, development, engagement, disciplinary action, attendance and scheduling. Has access to corporate-wide confidential information including bid proposals, pending lawsuits, corporate personnel records and corporate financial information.

Section 2: Essential Responsibilities:

	%	Responsibility
1	10	Manage the receipt and disbursement of the corporation's funds and securities. In this capacity, manages all Corporation assets, and overall responsibility interacting with banks and other financial institutions.
2	10	Manage a system of internal accounting and administrative controls, including but not limited to distribution of duties, ensuring that GAAP accounting procedures are always and specifically adhered to.
3	10	Provide financial management and analysis for accounting, cash flows, leasing, forecasting, budgeting, and property management.
4	10	Develop and/or evaluate all significant estimates, assumptions, and assertions included in the financial statements; prepare required fiscal year end reports and financial statements and interface with auditors.
5	5	Prepare annual operating and capital budgets, annual cash flow projections and present to the QDC Board of Directors, the Audit Finance Committee and various legislative oversight committees. In this capacity, prepares and makes presentations providing accurate and up to date information and provide accurate and knowledgeable explanations on questions.
6	15	Produce monthly financial statements including comparisons to and analysis of variances between budget and actual.
7	10	Provide direction on all billings to tenant/lessees, ensure all terms of the lease are fulfilled, and respond to tenant/lessee concerns and inquiries.
8	10	Provide direction and advice to Finance employees including but not limited to performance management, hiring, development, engagement, disciplinary action, attendance, scheduling.
9	5	Manage all HR functions for the Corporation.

10	5	Monitor compliance with applicable state and federal fiscal statutes and regulations.
11	5	Approve the accounting for land and fixed assets details including acquisitions, construction, capital improvements, sales and abandonments, etc.
12	5	Prepare and present reports to the Board of Directors of QDC including the Audit-Finance Committee.
	100%	

Section 3: Budget Responsibility:

Dollar Amount of Budget: \$12MM
Revenues that are dependent upon the successful performance of the department: \$12MM

Section 4: Scope of People Management:

Does this position manage employees? Yes No
How many? 4
Does this position manage other managers? Yes No
How many?
Total number of employees under managers purview including other managers: 4

Section 5: Organizational Impact:

Corporation could be in default of Federal, State, and local mandated requirements.
Negative financial situations would result in reputational, operational and financial impact on the park.

Section 6: Experience:

Type of Experience	Number of years Required	Number of years Preferred
Progressive responsible experience in accounting and financial services	10	
People management experience including but not limited to hiring, performance management, employee development, succession planning, compensation, training, coaching and disciplinary action as they relate to department management and HR policies and procedures	10	

Section 7: Qualifications/Skills:

Qualification:	Number of years Required	Number of years Preferred
Excellent computer skills, particularly software programs like Great Plains, Dynamics, Microsoft Office Suite	10	
CPA		YES
Skills:		YES
Proven ability to interact and present information in a clear and concise manner often in public settings		YES
Working knowledge of development of comprehensive reports and proposals and ability to present to a diverse audience		YES
Proven ability to adhere to current accounting regulations		YES

Proven ability to plan, organize and manage multiple projects simultaneously and to adapt workload to changing corporate priorities	YES
Proven ability to communicate professionally through writing, phone conversations, and oral presentations to a wide variety of audiences and stakeholders.	YES
Proficiency with computer applications particularly presentation software, spreadsheets, and database applications, Microsoft office suite	YES

Section 8: Education:

Education:	Required	Preferred
BS in Business Administration or similar, related field	X	
Masters Degree in Administration		X

(OPTIONAL) Section 9: Competencies:

Competency	Definition
Problem Solving & Analysis	Ability to model a systematic approach to problem solving; seeks information and perspectives from both inside and outside the team to better understand and solve problem; involves other in solving problems that affect them; coach others to routinely anticipate and prevent avoidable problems; coach other on how to analyze data and evaluate alternatives to solve problems.
Decisiveness & Judgment	Ability to consider both the short and long term impact of decisions; plan for how the consequences of decisions affect the team; coach others to make effective decisions; hold others accountable for making sound decisions; make and act on decisions even if they are unpopular
Open Communication	Ability to give clear, understandable instructions to others; coach others in effective communication and listening skills helps others present their message effectively; initiates difficult or uncomfortable communications with other rather than avoiding them; encourage and facilitate candid and open communication within the team.
Relationship Building	Ability to create a work-unit climate that reinforces the need to build and maintain strong working relationships; helps team member learn the interpersonal skills needed to work effectively with other; facilitates a climate of trust and respect between team members; maintains a broad network of internal working relationships; helps others develop a broad network of working relationships.
Strategic Alignment	Ability to keep team focused on key objectives that drive company performance and competitive advantage; clarify vision, mission, values, and long-term goals for others; think beyond the day to day to take a longer-term view of the business; coordinate cross-functional activities to assure strategic alignment with organizational objectives; anticipate and plan for future business developments.

Section 10: Physical requirements:

General	Work is generally performed under typical office conditions; up to one-third of the time there is exposure to variable outdoor weather conditions and hazards associated with construction work sites and various maintenance projects including moderate noise.
Lifting	Occasionally, required to move (push, pull, lift or carry) objects weighing up to 30 pounds.

Walking	Up to 2/3 of time is spent sitting and talking and up to 1/3 of time is spent standing and walking, climbing and reaching with hands and arms, or using hands to finger, handle or feel objects, tools or controls.
Hearing	Must be able to hear normal sounds, distinguish sound as voice patterns and communicate orally.
Vision	Specific vision requirements include close vision and the ability to adjust and focus.
Repetitive movements	Position requires the ability to operate a keyboard and standard office equipment in an efficient manner in accordance with standard operating procedures.
Safety	Safety hazards are present at work sites and must be avoided; Must be able to access all areas of a construction site.