

**Delta Regional Authority
Position Description**

JOB TITLE: Director of Finance and Administration (DFA)

POSITION SUMMARY:

This is a full time position in Clarksdale, Mississippi, that works directly for the Chief of Staff of the Delta Regional Authority and is responsible for carrying out the administrative and finance responsibilities of the DRA. The DFA is responsible for the effective and efficient direction of her/his staff. Oversight functions include: staff, accounting functions, accounts payable, assisting with audits and internal controls, monthly financial reporting, contracting and contracts, human resources, payroll processing and preparation of all necessary transfers of funds. Additionally, DFA will be responsible for interfacing with federal financing institutions and local banks while maintain the accountability and integrity of the DRA.

SUPERVISORY CONTROLS:

This position reports directly to the Chief of Staff. The incumbent is relied upon to use initiative and judgment in carrying out assignments and supervisory roles, guided by knowledge of DRA and Federal policy and missions; duties are performed with a great degree of latitude and independence of action.

SUPERVISION EXERCISED: Supervises the administration and finance staff in the Clarksdale office.

FLSA STATUS: Exempt

OTHER REQUIREMENTS:

1. Ability to multitask and prioritize projects,
2. Strong written and oral communication skills, which are readily adaptable to broad, diverse audiences.
3. Team player mindset with strong interpersonal and collaboration skills,
4. Ability to work in a fast-paced environment, and
5. Ability to travel as needed.

COMPENSATION: Compensation is based upon salary history, education, and experience.

DUTIES AND RESPONSIBILITIES:

Essential functions include, but are not limited to the following:

1. Designs, implements and is responsible for solutions-driven operational support for the office;
2. Oversees networked information technology system and ensures that IT resources are appropriate to DRA's mission;
3. Manages financial aspects of award administration, including but not limited to: obligating funds with the GSA, paying DRA-administered awards, tracking obligations,

recovery of funds, and, if appropriate, complying with required audit reviews and closeout of awards;

4. Proposes guideline modifications based on consideration of changing conditions, changes to federal policy and regulation, and recommendations of the inspector general and independent financial auditor recommendations; prepares official reports on the financial results of DRA programs and operations; and presents financial information in the form of financial statements.
5. Manages travel, human resources (including payroll and benefits for federal and non-federal employees), procurement policy, and all contracts;
6. Oversees staffing: communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.

QUALIFICATIONS:

Education: A minimum of a Master’s degree of accountancy and/or CPA and/or MBA required.

Experience: A minimum of at least five years of accounting, finance and agency administration with a proven track record of organizational growth.

PHYSICAL AND WORK ENVIRONMENT REQUIREMENTS:

The work is usually performed sitting at a desk, in briefings, meetings, etc. The employee may occasionally walk to and from other offices in the vicinity, or to and from car, rail, or airline transportation when visiting other office locations. Some effort is used in carrying books, files, documents, records, and suitcases for short distances. The employee may be required to operate a motor vehicle, and have the ability to obtain a valid Driver’s License. Other requirements may include the ability to travel and potentially work odd hours while performing essential duties of the position. The work environment involves everyday risks or discomforts requiring normal safety precautions typical of office settings or commercial vehicles such as planes, trains, buses or automobiles.

ACKNOWLEDGEMENT OF JOB DESCRIPTION:

I have read and discussed this job description with the expectations described herein. As an employee of the Delta Regional Authority, I will perform my duties in accordance with these expectations.

Employee Signature _____ Date _____

Chief of Staff _____ Date _____

About the Delta Regional Authority

The Delta Regional Authority is a federal-state partnership that is congressionally mandated to help create jobs, build communities, and improve lives through strategic investments in economic development in the 252 counties and parishes of the Delta region. The investments come through the DRA’s States Economic Development Assistance Program. Through the past twelve project cycles, the DRA has created and retained more than 17,000 jobs with 24,500 more projected. These investments have leveraged \$2.7 billion in other public and private investment

with DRA projects that are helping to train 26,000 for a 21st century workforce and have provided more than 25,000 families access to clean water and sewer services.