

**BLUEGRASS AREA DEVELOPMENT DISTRICT
JOB DESCRIPTION**

Job Title: Chief Financial Officer

Department: Administration

Supervisor: Executive Director

Location Address: 699 Perimeter Drive, Lexington, Kentucky 40517

Grade: 10

Compensation: Competitive Salary, CERS State Retirement, Insurance, Paid Leave, Sick & Holidays

Part Time _____ Hourly _____ Full Time X Salaried X

GENERAL DUTIES AND RESPONSIBILITIES:

1. Manage overall accounting and finance functions including accounts payable, accounts receivable, payroll, coding classifications, Medicaid billing, inventory, and daily departmental operations.
2. Train, manage and provide leadership of professional and clerical financial staff.
3. Prepare, maintain, and reconcile annual budget to actual financials. Report budget for approval to the Finance and Executive Committee.
4. Communicate and provide financial information to department heads and project managers.
5. Review and approve all accounts payable transactions for accuracy and compliance.
6. Compile, analyze, investigate, reconcile, and review all financial information for errors, inconsistencies, fraud, accuracy, and compliance.
7. Responsible for preparing journal entries to correct the general ledger.
8. Conducts month end closing of the general ledger and produces financial reports.
9. Assisting staff with preparing and reconciling W-2's and 1099's at calendar year end.
10. Accountable/responsible for audits and monitoring from initiation to completion.
11. Ensure effective internal controls are in place and practiced.
12. Establish and maintain relationships with the Finance and Executive Committees.
13. Ensure compliance with GASB, GAAP as well as rules and regulations regarding federal, state, and local grants.
14. Prepare all monthly, quarterly, and annual reports to grantors as requested.
15. All other financial duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

1. Excellent communication.
2. Knowledge of financial and governmental accounting principles.
3. Proficient knowledge of Microsoft Office, Excel, and multiple accounting software programs.
4. Able to work with little to no supervision and lead/manage staff.
5. Strong work ethic and emphasis on attention to details.
6. Analytical problem-solving ability.
7. Ability to work well under pressure and within short deadlines.
8. Maintain confidentiality with private information such as payroll, personnel records, etc.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS NEEDED TO PERFORM THE DUTIES OF THE JOB:

1. Graduate of a college or university with a bachelor's degree in Accounting or Finance with 10 – 15 years of related experience.

Deadline: Open until filled

Submit resumes to: kfry@bgadd.org

EOE

*****BLUEGRASS AREA DEVELOPMENT DISTRICT RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE COMPANY DESIRES. HIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION.*****