



REVENUE AUTHORITY OF PRINCE GEORGE'S COUNTY

Chief Financial Officer (Full-Time, Hybrid Remote)

The Revenue Authority of Prince George's County is looking for an enthusiastic individual to fill this senior level management opportunity.

The agency is a quasi-governmental entity that serves as a real estate development and development finance agency, an operator of programs and facilities, and a manager of programs and facilities in partnership with other County agencies. Positions are paid directly through the Revenue Authority of Prince George's County payroll.

This is a senior level professional position responsible for directing and executing the fiscal functions of the agency. The position involves a high degree of independent judgment, action and initiative when expediting complex accounting assignments and projects.

Typical Duties

- Ensures alignment of budget and finance team to Agency mission and organizational goals.
- Collaborates with peers and employees in other departments to improve Agency operations.
- Directs the planning, development, implementation, budgeting, maintenance and support of all department functions.
- Administers and manages policies, standards, practices and security measures to assure effective and consistent department operations.
- In partnership with Human Resources, recruits, hires, trains, supervises, mentors, evaluates and develops assigned employees according to Agency's policies and procedures, ensuring the overall smooth function of the department.
- Collects and analyzes considerable data and prepares written reports regarding budget and finances of all Agency activities, programs and facilities.
- Provides guidance and direction for development of all assigned employees to improve the overall professionalism of the department and the support provided to the Agency.
- Plans and directs the continual upgrading of equipment and procedures to maintain pace with technological progress, economic change and business needs.
- Performs standard supervisory administrative duties including weekly scheduling, timesheets, petty cash, expense reports, etc.
- Plans, develops, organizes, implements, directs and evaluates the organization's fiscal function and performance to include accounting, budget, credit, insurance, tax, and capital.
- Provides timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Executive Director, other senior managers and the Board of Directors.
- Optimizes the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.

- Develops a reliable cash flow projection process and reporting mechanism which includes minimum cash threshold to meet operating needs.
- Provides record management for all agency contracts, agreements, and legal obligations.
- Serves as the agency lead for all procurements. Administers the approved procurement plan and policy for the agency.
- Equally distribute financial unit responsibilities to ensure segregation of duties.
- Oversees and reviews reconciliation of designated accounts.
- Prepares, reviews, analyzes and researches financial statements, funds and reports in key functional areas.
- Reviews and approves journal entries and other work products prepared by staff for conformity with Generally Accepted Accounting Principles (GAAP).
- Prepares monthly Balance Sheets and Net Profit/Loss Statements.
- Attends monthly Board meetings and reports financial statements and works with outside auditors.
- Prepares cost/benefit analysis of prospective programs and projects.
- Assists with negotiation of contracts, leases, and other financial agreements.
- Determines appropriate basis for allocation of costs to various cost categories.
- Develops cost allocation plan for operating funds and prepares required schedules and supporting work papers.
- Primary lead in securing equity and debt financing for development projects, along with developing relationships with investor, equity partners and banks.
- Perform annual evaluations on outstanding loans and investments
- Assist in acquiring necessary debt and equity financing for development activities
- Develop new lender relations and financial sources.
- Ensure compliance with all debt covenants and other lender or equity requirements
- Assist in performing financial modeling to analyze impact of various scenarios on project return
- Develop a financial real estate model for long and short term tenant leases.
- Review leases, development agreements, contracts, and LOI's
- Assist in due diligence reviews for property acquisition and financing
- Review property level financial reporting submissions, requesting escrow and reserve disbursements and abstracting documents.
- Participates in the development of the agency's plans and programs as a strategic partner.
- Evaluates and advises on the impact of long range planning, introduction of new programs/strategies and regulatory action.
- Provides strategic financial input and general advice on all issues affecting the organization, including evaluation of potential partnerships, acquisitions, dispositions, and mergers and pension funds and investments.
- Oversee the development of the annual and multi-year business plans and forecasts for operating and capital expenditures
- Develop and maintain a program of risk management designed to minimize insurance costs and limit the Agency's risk exposure

- Support the development of pro-forma models, ROI, and other models to support real estate decisions relating to capital investments
- Coordinate with key County Officials on collaboration projects and County Executive overall plans.

Minimum Qualifications

- Bachelor's degree, minimum of 10 (ten) years of professional managerial and accounting experience; CPA preferred.

Preferred Qualifications

- Ability to develop and maintain capital and operating budgets and assist with development of financial planning and analysis.
- Ability to prepare period ending and annual financial statements in accordance with State, Federal, and Local laws; in conformity with GAAP.
- Proficient in the use of various software packages for computer assisted accounting and reporting.
- Expert knowledge of principles, methods and practices of governmental accounting.
- Ability to establish and maintain effective working relationships with staff at all levels, the Board of Directors, public officials and the general public.
- Ability to prepare detailed reports, cash flow statements and program analysis reports.
- Ability to read, analyze, and interpret complex documents.
- Ability to respond effectively to sensitive inquiries or complaints.
- Ability to make effective and persuasive speeches and presentations on complex topics to the Board of Directors, County officials and private sector parties.

Physical Requirements

- This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.
- This position largely requires a person to sit for long periods of time (up to 8 hours per day)
- This would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- Must be able to lift up to 10 pounds.

Why Should You Join Our Team

As a dynamic agency, we understand what it means to have a work culture that is dedicated and flexible to create a work/life balance. The Revenue Authority of Prince George's County is an equal opportunity employer committed to promoting an inclusive work environment free of discrimination and harassment. We are committed to our mission and values, while promoting a sense of belonging and growth with our coworkers.

Together, we continue to build a culture that encourages, supports, and celebrates the diverse voices of our employees.

We are proud to offer a comprehensive benefits package including:

- · Medical, Dental, vision, EAP services, and more!
- · Vacation, Sick and Personal Leave
- · 401K Retirement Savings Plan
- · Telework/Hybrid Work for Qualified Positions
- · Opportunities for Professional Development
- · Friendly Team-oriented Work Environment

If you are interested in this position, we encourage you to apply!

Conditions of Employment

Must undergo background check

Eligibility to Work

Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Selected candidates for employment will be required to show and verify authorization to work in the United States.

How to Apply

Please submit your resume to rapgcjobs@co.pg.md.us