

STL PARTNERSHIP

Chief Financial Officer

Work to Improve and Increase Economic Opportunities in the St. Louis Region

The St. Louis Economic Development Partnership (the “Partnership”) seeks a passionate and dedicated Chief Financial Officer with at least ten years of related work experience.

The Partnership is a Missouri non-profit corporation organized for the purposes of advancing the social welfare, health, and economic interests of the St. Louis region and its residents. In furtherance of its organizational purposes, the Partnership provides governmental economic development services to both St. Louis County and the City of St. Louis.

The Partnership aligns regional efforts in business development, business finance, entrepreneurial support, and international trade services and provides a broad range of services to boost innovation and entrepreneurship, support business retention and expansion, enhance the region’s global relevance, and revitalize communities. The Partnership is a key facilitator of initiatives to encourage equitable economic prosperity and resiliency in the St. Louis region.

Position Description

Under the supervision of and reporting to the Chief Executive Officer and President, the responsibilities of the Chief Financial Officer include the following: directs the Partnership’s overall financial policies; oversees all financial functions including accounting, budgeting, forecasting, banking relationships, tax reporting, and compliance and treasury services; designs and coordinates a wide variety of accounting and statistical data and reports; provides the Partnership’s senior management and Boards with reliable financial information on which to make decisions for short and long-term goals and objectives; relies on extensive experience and judgment to plan and accomplish goals; and leads and directs the work of others. A wide degree of creativity and latitude is expected.

The CFO ensures that the overall financial structure and systems are working effectively. The CFO provides leadership and direction to a Controller who is primarily responsible for the daily management of the accounting staff and systems.

In addition, the CFO assists the CEO in leadership and management of the Partnership, including operational leadership and tasks as agreed and assigned.

Job Duties

- Plan, manage, organize, and direct department to achieve goals within available resources. Ensure that adequate training, motivation, and evaluation of assigned staff is provided. Review progress and direct changes as needed.
- Develop strategies to maximize use of financial resources. Establish or recommend to management, major economic objectives, and policies for the organization.

- Oversee corporate activities to identify those areas or issues requiring analysis. Formulate recommendations and alternative approaches concerning proposed activities to mitigate risks and/or maximize benefits to the Partnership.
- Participate as a member of the Leadership Team in the planning, development, and review of projects, programs, facilities, and investments considered by the Partnership, assessing alignment of such activities with strategic direction and available financial resources.
- Oversee the completion of the annual financial statements, including A-133 Single Audit Report as necessary, and filing of Form 990. Review reconciliation of general ledger accounts and fixed asset schedules and oversee external audits and completion of schedules for selected expenditure, revenues, and balance sheet accounts.
- Complete quarterly financial reports by obtaining/consolidating division status reports and preparing an analysis and executive summary for presentation to the Board. Assess operational effectiveness and recommend budget changes as appropriate.
- Plan, formulate, direct, and prepare annual budget by incorporating strategic discussions, organizational priorities, and budget manager training. Assist divisions and departments in forecasting revenues and expenditures by ensuring use of reasonable assumptions. Oversee consolidation of division requests and prepare an analysis and executive summary for presentation to the Board.
- Ensure organizational compliance with all applicable federal, state, and local laws and filings.
- Identify financial policies and procedures for presentation to the Board and facilitate implementation, if necessary.
- Participate in strategy planning meetings to discuss financial management and improve the financial health of the organization.
- Provide coaching, training, and mentoring to team members at all levels and to all teams across the organization to support a high-performing culture.
- Perform various other duties and functions as required or assigned within area of expertise or scope of the position, including, but not limited to, special projects as directed by the CEO.

Professional Qualifications

Education

Master's degree from an accredited institution with major course work in accounting (highly preferred).

Experience

At least ten years of related work experience and Certified Public Accountant certification required.

Qualifications

1. Generally accepted governmental accounting practices and principles.
2. Federal and state regulations (OMB A-133 and A110) for a variety of grants awarded.
3. Not-for-profit and fund accounting.
4. Basic understanding of network administration in an office environment.
5. Governmental Accounting Standards Board (GASB) Pronouncements.
6. Financial Accounting Standards Board (FASB) Pronouncements.
7. Modern office practices and procedures, equipment, and systems.
8. Relevant legal/technical terminology encountered in the course of work.
9. Perform and accomplish requirements of the job using appropriate general office equipment (i.e., copy/scan machine, 10-key calculator, and multi-function telephone).

10. Use advanced spreadsheet/database and computer word processing management applications (i.e., Microsoft Word, Excel, PowerPoint, applications).
11. Use and set up equipment needed for presentations (i.e., projector, laptop computer, and television).
12. Comprehend and make inferences from written materials.
13. Understand, interpret, explain, and apply relevant policies, procedures, and regulations.
14. Attend to details, calculate numerical formulas, and verify accuracy of amounts and calculations.
15. Perform light physical work exerting up to 20 pounds on an occasional basis; perform such activities as grasping, lifting, reaching, crouching and repetitive tasks.
16. Communicate professionally and clearly both orally and in writing.
17. Recognize and respect diversity and work effectively with peoples of other cultures.

Personal Qualities

1. Demonstrated commitment to public service and the Partnership's mission.
2. Excellent research, writing, communication, analytical, and problem-solving skills.
3. Ability to move quickly from one, often complex, issue to another in a fast-paced environment.
4. A team player who inspires collaboration and is well-organized.

Interpersonal Characteristics

Strong written and verbal communication skills are expected. It is expected that the selected candidate will recognize and respect diversity and work effectively and professionally with people of other backgrounds and cultures and will have a desire to make a positive difference within the community.

Working Conditions

The job duties described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The Partnership currently offers a hybrid remote/in-office work environment.

Compensation and Terms

Commensurate with experience, the Partnership offers a competitive base salary and a culture that fosters and supports creativity and innovation. The Partnership offers a generous benefits package that includes paid time off and holidays; medical, dental, vision, life, and disability insurance; and retirement plan options. This is a full-time, exempt position under the Fair Labor Standards Act.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>. Applicants are also encouraged to visit the Partnership's website to learn more about the organization and opportunity: www.stlpartnership.com and <https://stlpartnership.com/careers/>.

The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, marital or veteran status, or any other legally protected status.

Accredited Economic Development Organization



The St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.