



County of Chautauqua Industrial Development Agency



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## Position Opening: Chief Financial Officer

As part of a planned succession, the County of Chautauqua Industrial Development Agency (CCIDA), an economic development organization, seeks a Chief Financial Officer. Reporting to the CEO, the successful CFO candidate will have oversight and management responsibilities for the functional areas of finance, operations, and portfolio management.

A partial list of responsibilities include:

- Oversee, direct, and maintain the accounting system.
- Oversee the cash management function.
- Assure adherence to internal controls and financial procedures.
- Participate in long-term business and financial planning.
- Budget preparation and financial management of CCIDA and its affiliates.
- Direct, interpret and assure compliance with Federal and State laws/regulations including Uniform Guidance, Public Authorities Accountability Act and NYS General Municipal Law.
- Ensure that CCIDA meets fiduciary responsibilities relating to PILOTs (Payment-in-Lieu-of-Taxes).
- Coordinate all outside organizational audits; manage regulatory audits/reviews.
- Ensure attainment of the financial plan, contract authorization, policy development/implementation, and regulatory compliance.
- Direct management and operations of core portfolio categories.
- In conjunction with the CEO, Board Chair, and project managers, ensure proper processes are followed for projects from collection of applications through project closing.
- Manage loan funds for CCIDA and its affiliates.
- Provide leadership and direct involvement in the grant process, including identifying opportunities.
- HR management and oversight.

Must possess at least a Bachelor's Degree in Finance or Accounting, and preferably a Master's degree, along with public accounting experience; and five (5) years of management experience in a setting comparable in scope to CCIDA. A CPA is preferred.

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Other key competencies and qualities include:

- Strong leadership and communication skills
- Preparation of financial statements
- Loan/grant processing
- Governmental accounting
- Experience with bonds and PILOTs
- State and Federal reporting
- Ability to work collegially as part of a high-performing team

Compensation Range: \$90,000 - \$140,000/year

Location: Jamestown, NY

Interested applicants may apply by sending a cover letter and resumé to:

Richard Koerner  
Human Resources Representative  
[rkoerner@trueleaders.net](mailto:rkoerner@trueleaders.net)

***About CCIDA*** - *The CCIDA is an economic development organization authorized and empowered by the State of New York to make Chautauqua County a better place to work, live, and visit. It facilitates development by attracting new businesses, while promoting the retention and expansion of existing businesses. Assistance in the form of incentives – tax abatements, low interest loans, and bond financing – enhances the opportunities for job creation and retention of businesses in Chautauqua County, New York. For more information visit [ChooseCHQ.com](http://ChooseCHQ.com).*

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