

Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job title: Finance and Operations Director

Location: 20 N. Swinton Avenue

Reports to:
Title: CRA Executive Director

Level/ Grade:

Pay Range:
~~\$745,000~~ - ~~\$1345,000~~

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours: 40/week

- Exempt
- Nonexempt

General Description:

Highly responsible position in the operation and direction of financial accounting systems for the CRA and affiliated entities. Encompasses a broad range of functions from basic bookkeeping to budget preparation, financial analysis, forecasting, tracking and reporting systems. The Finance Director works under the general direction of the Executive Director and exercises considerable independent judgment in the completion of assignments.

Duties & Responsibilities:

- Handles A/P, A/R through GL and monthly financial statements
- Bank reconciliations, deposits, wire transfers, checks and invoicing
- Manage Human Resources Functions
- Manage Payroll Functions
- Prepares records for annual audit
- Prepares agenda back-up for budget related items
- Assists Executive Director in the preparation of annual operating and capital budgets and budget amendments
- Coordinates with City and other agency staff and others on budget and financial matters
- Conducts financial analyses and prepares appropriate reports
- Oversees banking relationships and financial management to maximize investment
- Controls and disburses funds under compliance of GAS reporting requirements
- Serves as liaison for City/CRA financial matters
- Tracks City projects requiring CRA funding and coordinate with City project accountants
- Job and project costing
- ~~Reviews applications for grant funding to ensure compliance with program requirements~~
- Oversees disbursement process for grant and loan recipients and maintains files in accordance with program requirements
- ~~Interfaces with City of Delray Beach on joint infrastructure grants~~
- Supervises Finance Coordinator and Operations Coordinator
- Supervises Green Market Manager and oversees functions of that position

Education, Skills & Experience Requirements:

- BS or BA in finance, accounting or business.
- MBA and/or CPA preferred.
- Minimum seven years professional experience in an accounting
- Experience in nonprofit and/or government environment
- Knowledge and understanding of government and/or fund accounting
- Knowledge of computer software applications for automated accounting systems
- Ability to work independently; follow written and verbal directions; problem solving skills
- Ability to use database and software to prepare and analyze financial statements, reports and presentations
- Ability to establish and maintain effective relationships with coworkers, other agency staff and the public

Reviewed by:

Title: CRA Executive Director

Approved by:

Title: CRA Executive Director

Updated ~~11-13-18~~12-10-20

Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job title: Green Market Manager

Location: 20 N. Swinton Avenue

Reports to:

Title: Finance & Operations Director

Level/Grade:

Pay Range:

\$4538,000 - \$7564,000

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours: 40/week

- Exempt
- Nonexempt

General Description: The position is responsible for recruiting and organizing vendors who display their products to the public for sale. The primary focus is to develop programs that increase public participation in the downtown on Saturdays. The position activities include soliciting vendors and entertainment, completing applications/screenings, prepare market grounds/set up, and overseeing the production of advertising, banners, posters, flyers, and distribution materials.

Duties & Responsibilities:

- Manages operations of the Green Market as outlined in the GM Policies & Procedures by recruiting participants, regulating the number of booths and types of products offered and coordinates the physical requirements of participant.
- Updating of GM Policies & Procedures.
- Prepare for Green Market committee meetings.
- Ensures Market participants compliance with state and county regulations, and local rules and ordinances pertaining to Green Market operations.
- Ensure that Green Market participants meet public health and City imposed standards for participation.
- Coordinates the activities of part-time assistants assigned to the program.
- Maintains communications with state and local agencies on public safety issues.
- Collects appropriate participation fees.
- Creates promotional activities and materials, along with publicity for promoting the growth of the Green Market program.
- Prepares written reports and other accounts of program activities as needed.
- Manage the signature special events of the GreenMarket.
- Backup for office administration (phone coverage, front desk, clerical duties, etc.)

Education, Skills & Experience Requirements:

- Coordinate a large scale participatory program, offered on a weekly basis.
- Recruit and retain eligible program participants.
- Prepare informative narrative and financial status reports, as needed.
- Evaluate program success.
- Prepare and distribute promotional materials.
- Recruit, train and supervise part-time staff.
- Ability to work in cooperation with other City Departments, community businesses and organizations in the provision of the weekly market and other department special events as assigned.
- Ability to work weekends
- Strong verbal and written skills.

Reviewed by:

Title: CRA Executive Director

Approved by:

Title: CRA Executive Director

Revised ~~5/28/15~~12/10/20