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Application Deadline:
Open Until Filled

Controller

Missouri Development Finance Board (MDFB)

OFFICE LOCATION: Governor's Office Building, 200 Madison Street, Suite 100, Jefferson City, Missouri 65102

SALARY: range of **\$80,000 - \$100,000**, commensurate with experience and qualifications

The Missouri Development Finance Board (MDFB) is a separate and distinct corporate body working closely with the Department of Economic Development, the Executive Branch, and other agencies to assist with infrastructure and economic development projects. Originally created in 1982 as the Industrial Development Board, the organization has evolved to provide a diverse array of financing programs and resources that have supported key initiatives and impactful projects across the state.

What you will do:

The Controller of the Missouri Development Finance Board is responsible for all financial aspects of the Board. This includes the preparation and accuracy of all financial statements and reports in accordance with generally accepted accounting principles. The position requires the coordination and monitoring of all accounting functions including cash, investment, and debt management strategies. The Controller is also the designated Bond Compliance Officer pursuant to policies and procedures adopted by the Board. This is a senior level position assisting the Executive Director and Board Members in maintaining the utmost excellence in financial reporting.

The position requires advanced technical knowledge with experience and exposure to fund and governmental accounting. A successful professional with the technical accounting expertise that can lead staff and colleagues to maintain established financial procedures with an understanding of the necessary transparency of a public organization will excel and grow in this organization.

Primary duties include:

- Oversight of the general ledger accounting system.
- Provide cash management and investing functions.
- Compile monthly Treasurer's Report.
- Process payroll and related functions and reporting for the organizations comprehensive benefit package.
- Review Accounts Payable functions, tax credit, and any loan disbursements.
- Supervise and review maintenance of financial action records of the Board.
- Coordinate annual audit reports with the Board's selected external auditor.
- Coordinate preparation and presentation of an annual budget and annual comprehensive financial report (ACFR).
- Respond and recommend improvements to financial statements and compliance reporting as recommended
- Act as technical advisor to staff and Board with the professionalism to represent the organization with external stakeholders to include; local and state elected officials, the executive agencies, as well as the Missouri General Assembly.
- Serves as the Board's Bond Compliance Officer providing oversight of Bond Compliance Database for Tax Exempt Bonds as per the Tax-Exempt Financing Compliance Procedures manual for both conduit and Board owned bonds and compliance to lender covenants on Board owned debt.
- Assist the Project Analyst and Asset Manager in the preparation of capital improvement plans and projections for Board assets.

What we are looking for:

- A team player who is detail-oriented and highly organized, with the following attributes:
 - Supervisory skills with the ultimate responsibility to ensure accuracy of all financial data
 - Ability to work independently with a minimum of supervision
 - Adaptability to perform well in a small and dynamic team environment
 - Highly organized professional with excellent written and verbal communication skills
 - Proficiency with general office software and experience with professional accountancy software (MDFB employs MIP Fund Accounting)
 - Ability to maintain complex files, monitor progress and performance, and prepare periodic reports from such records.

Minimum Experience and Training Qualifications:

Bachelor's degree or Masters Degree with a major in accounting. Five or more years of professional accounting experience with increasingly responsible work in a private or public organization. CPA preferred with experience in annual comprehensive financial reporting preferred.

More reasons to love this position:

The Missouri Development Finance Board has received the financing reporting distinction award from GFOA for 22 years running. The dedicated Board and staff team take a great deal of pride in the management and deployment of the organizations resources to support growth and catalytic development opportunities across the state.

The Board provides a comprehensive suite of benefits including generous leave policies, comprehensive insurance, and participation with state employment retirement plans (MOSERS). The organization supports and encourages continued professional growth and training opportunities.

Learn more about the Missouri Development Finance Board and review annual financial reports by going to www.mdfb.org.

Additional questions about the position can be directed to mark.stombaugh.mdfb@ded.mo.gov.