



Job Description

Job Title: Vice President and Chief Financial Officer Opening Date: January 16, 2025
Division: Office of the Chief Financial Officer Closing Date: February 28, 2025
Reports To: Chief Executive Officer
Grade Level: 21
FLSA Status: Exempt Non-Exempt
Employment Status: Full Time Part Time Temporary

Job Summary

This position reports to the SDA Chief Executive Officer and is responsible for the Authority's finances including, but not limited to, accounting, financial reporting, budgeting, cash management and treasury operations, risk assessment/mitigation, and developing a strong internal control environment together with Executive Management. The position is also responsible for reporting accurate financial information to the CEO, Board of Directors and external stakeholders, as well as being an effective strategist by offering sound financial leadership and advice. Provides oversight of various SDA teams including Financial Accounting and Disbursements, Financial Operations (includes budgets, treasury operations, contract management and property management), Risk Management, Procurement and Facilities staff. Residency in New Jersey is a requirement for consideration for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. Plans, organizes and directs the SDA's financial operations to ensure financial resources are managed efficiently to achieve the organization's objectives and maximize value.
2. Collaborates with the CEO and Board of Directors to develop and implement financial strategies that align with the goals of the organization.
3. Evaluates and advises on the impact of long range planning, the introduction of new program/strategies and legislative/regulatory actions affecting the SDA.
4. Ensures the development of timely and responsible financial budgets, programs and reports in order to assist Executive Management and the Board of Directors in meeting business goals and objectives.
5. Enhances and/or develops, implements, and enforces policies and procedures of the organization in order to improve the overall operation and effectiveness as well as minimize risk and exposure to the Authority.
6. Develops and implements risk management strategies to mitigate financial risks.
7. Provides leadership direction on the negotiation, evaluation, solicitation, selection, purchasing and contracting or approval of contracts and agreements with suppliers, vendors, contractors, consultants, state agencies and deploys an effective and efficient budgeting process to fund operations.
8. Oversees the functions responsible for providing timely and accurate financial information to the Audit Committee and Board of Directors, including monthly financial reports and the annual audited financial

statements and annual operating budget, as well as ensuring compliance with State and Federal government reporting requirements (e.g., State and Federal grants reporting and single audits).

9. Ensures a reliable cash flow projection process and reporting mechanism, and initiates appropriate strategies to enhance cash position.
10. Provides oversight of certain real estate activities including property management, relocation and swing space leases.
11. Provides oversight for the area responsible for performing independent reviews of change orders and amendments and preconstruction estimating.
12. Provides the Audit Committee and Board of Directors with independent and objective perspectives on financial and business issues effecting the SDA, while at the same time being a strong and effective partner with the CEO and other Executive Team members.
13. Participation in annual budget hearings before the State of New Jersey Senate and General Assembly.

Required Skills and Abilities

1. Superior hands-on leadership skills with the ability to articulate a clear vision and strategy.
2. Excellent analytical, and problem solving skills and ability to read, analyze and interpret complex documents. Exercise logical reasoning to identify strengths and weakness of alternative solutions.
3. Outstanding oral and written communication and presentation skills.
4. Must have strong interpersonal, negotiation, relationship building and collaborative skills to foster positive work environment while partnering with internal and external stakeholders.
5. Demonstrated ability to lead and mentor direct reports and supervise professional staff.
6. Ability to make effective presentations to the Board of Directors and committees and respond effectively to the most sensitive of inquiries.

Required Education and Experience

1. Bachelor's degree with an emphasis in Accounting or Finance. MBA and/or CPA preferred.
2. Minimum of 10-15 years of professional work experience in finance and accounting with demonstrated leadership experience.
3. General knowledge of risk mitigation strategies to reduce, manage or eliminate risks or threats.

Physical Demands

Minimal.

Certificates and Licenses Required

Valid drivers' license.

Interested candidates should send a cover letter, including salary requirements, along with a resume to resumes@njsda.gov

If you are applying under the NJ SAME Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program, visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call the NJ Civil Service Commission at (833) 691-0404.

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Disclaimer: Please note that the NJ School Development Authority has not adopted the provisions of Title 11A of the New Jersey Statutes (Civil Service). Thus, the Civil Service Commission will not play a role in or oversee the hiring process for this position.