



## **FINANCE MANAGER JOB DESCRIPTION**

### **Organization Background**

Finance New Orleans ("FNO") is a quasi-governmental financial institution with a mission to improve the quality of life in the city of New Orleans by investing in affordable housing, economic development, and climate resilience projects that produce quality jobs and wealth for residents.

The City Council of New Orleans created FNO in 1978 under the Louisiana Public Trust Code (La. Revised Statutes 9:2341-47). FANO was initially called the New Orleans Home Mortgage Authority" but changed its brand in 1999. Finance New Orleans was recently adopted as a brand name in 2020 to reflect its future direction. FNO is not a department or division of the City of New Orleans, but the City Council of New Orleans appoints its seven-member Board of Trustees. Since 1978, FANO has financed more than \$630 million worth of mortgages and down payment grants for more than 7,800 first-time homebuyers and low to moderate-income families throughout Orleans Parish.

### **Long-Term Strategic Vision**

After sustaining several natural and financial disasters, Finance New Orleans re-imagined its operations to focus on using climate resilience as an opportunity to protect and grow New Orleans to its full potential for all community stakeholders. In 2021, Finance New Orleans launched a 10-Year Strategic Vision that includes four goals:

1. Use Climate Resilience to Physically Transform New Orleans
2. Create Economic Development Opportunities
3. Build Public Wealth for Community Reinvestment
4. Grow as an Agile and Innovative Organization

### **Job Overview**

As Finance Manager, you will assume responsibility for overseeing all financial and accounting functions within the organization. This pivotal role involves ensuring precise financial reporting, establishing and managing the company's operating model, and offering strategic financial insights. The ideal candidate should be adept at getting into the details and possess a strong educational background in business, finance, or accounting, ideally holding an MBA or CPA certification. Relevant work experience in finance, public finance, accounting, or consulting is highly desirable.

### **Key Responsibilities:**

- Assess end-to-end financial processes to identify opportunities for increased efficiency.
- Evaluate accounting policies, procedures, and integrate Business Intelligence (BI) software solutions to identify cost and time-saving opportunities and plan for future growth.
- Collaborate with the existing team to develop and implement financial strategies aligned with the company's goals.



- Own and optimize models, reporting, and analysis for the Finance department functions.
- Direct and manage financial planning, budgeting, forecasting, and reporting processes.
- Supervise and lead accounting functions, including accounts payable/receivable and financial reporting.
- Ensure compliance with regulatory standards and financial laws.
- Analyze financial data, providing insights and recommendations to executive leadership.
- Collaborate cross-functionally to support business decisions and initiatives.
- Manage relationships with external auditors, banks, and financial institutions.
- Lead, mentor, and develop a high-performing finance and accounting team.
- Generate financial analyses to aid C-Suite decision-making and coordinate financial reporting for monthly board meetings.
- Undertake any additional responsibilities delegated by the Chief Business Officer.
- Manage assigned projects as needed.

**Preferred Qualifications:**

- Graduate degree from an accredited college or university in accounting or a closely related field.
- Experience in Accounting or Finance working for a city, state, or government entity.
- Experience in public or housing finance.
- Certified Public Accountant (CPA) or Certified Government Finance Officer (CGFO).
- 10+ years in a senior finance role.

**Knowledge, Skills & Abilities:**

- Business Intelligence expertise, including the ability to leverage BI tools for enhanced financial reporting and analysis.
- In-depth knowledge of accounting principles, GAAP, and GASB pronouncements.
- Ability to interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Proficiency in using Microsoft Office 365 applications (including Word and Excel).
- Effective verbal and written communication skills.
- Exceptional leadership abilities with a proven track record of building and managing teams.



- Strategic thinker with excellent data analysis, analytical, and problem-solving skills.
- Highly organized, self-motivated, and able to develop and implement strategic goals.
- Ability to multitask and meet strict deadlines in a fast-paced environment.
- Flexibility in both work schedule and project implementation.
- Ability to represent the organization positively in the community.

### **How to Apply**

Interested applicants should submit (1) a detailed cover letter expressing their interest and fit for the position, (2) a CV/resume clearly outlining experience, abilities, and qualifications satisfying the needs of the organization, and (3) references from 3 different professional sources.