

Southeast Crescent Regional Commission (SCRC) Position Profile: Director of Finance



About Southeast Crescent Regional Commission (SCRC)

The Southeast Crescent Regional Commission (SCRC) is a partnership of federal and state governments which promotes and encourages economic development in areas of Alabama, Georgia, Mississippi, North Carolina, South Carolina, Virginia, and all of Florida. The Commission was established by an act of Congress in 2008 and became active in 2021 after the confirmation of the first Federal Co-Chair.

SCRC's mission is to help create jobs, build communities, and improve the lives of those who reside in the 428 counties and county equivalents of the seven-state region. SCRC invests in projects that support basic infrastructure, business development, natural resource preservation, recreation, and workforce/labor development.

Local participation is provided through multi-county economic development districts, local development districts (LDDs) or councils of government (COGs). SCRC's investments in the region's economic DNA manifests through grantmaking, publishing research, and encouraging income-producing opportunities to address economic disparity.

Governance

Leadership of SCRC is composed of the Federal Co-chair, who is appointed by the President and confirmed by the United States Senate, and a States' Co-chair who is elected by the Governors of the states in the region. Decisions for the Commission require the affirmative vote of the Federal Co-chair and a majority of the participating Governors. SCRC non-federal staff is managed by the Executive Director.

Federal Co-chair:

Dr. Jennifer Clyburn Reed
Confirmed: December 2021

States' Co-chair:

Governor Henry McMaster
Term began: April 2022



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Projects and Initiatives

The Commission will invest in a number of initiatives and programs that support its primary mission. By law, the Commission must allocate at least 40 percent of its project funding to develop transportation infrastructure, basic public infrastructure, or telecommunications infrastructure. The Commission may also invest in projects related to job skills training and employment related education; basic healthcare and other public services; promotion of resource conservation, tourism, recreation, and open space preservation; and the development of renewable and alternative energy sources.



Competitive Grant Program

FY 2023 Budget: \$20 million

SCRC opened its inaugural competitive grant cycle, making \$20 million available for investments in projects.

SCRC investments must help improve the following in the Southeast Crescent region:

- Basic public infrastructure
- Transportation infrastructure
- Telecommunications infrastructure
- Job skills training
- Business development and entrepreneurship
- Basic health care and other public services
- Conservation, tourism, recreation, and preservation of open space
- Renewable and alternative energy sources



About the Finance Director Position

The Southeast Crescent Regional Commission seeks an experienced Director of Finance to join their team. The Director of Finance will manage all budgeting, accounting, and reporting activities for the Commission to include the preparation and management of the annual budget as well as the daily, weekly, monthly and annual financial reporting for Commission leadership, OMB, Treasury, and other stakeholder agencies. The Director of Finance will also serve as principal advisor to the Commission on financial matters and provides overall direction and strategic planning for financial management, procurement, budget development and management.

Immediate Supervisor: Executive Director

Location: Columbia, SC

Position Profile: Director of Finance

Primary Responsibilities

Accounting and Financial Management

- Develops and implements all financial policies and procedures for the organization based on changing federal or state policies, audit recommendations, or internal control reviews.
- Designs internal controls for the finance department and for the organization related to financial matters.
- Performs periodic risk assessment of internal controls.
- Prepare the formula allocations of appropriated funds for grants, administration, and discretionary programs; Calculate, monitor, and report annual assessments collectable from states.
- Establishes procedures, in collaboration with the Director of Programs and Grants, to complete timely post-award grants management activities and close-outs.
- Develops interagency agreement provisions governing financial transactions.
- Oversee interagency transfers of funds by SF 1151 or IPAC.
- Manages accounts payable activities. Oversees processing of all Commission obligations and payments.
- Creates procurement policies and procedures necessary to manage contracts and purchasing activities including credit card purchasing, purchase orders, and other mechanisms for agency purchases.

Financial Reporting and Regulatory Compliance

- Prepares timely and accurate monthly and annual financial statements for the agency. Prepare annual audited financial statement.
- Prepares annual performance-based budget presentations for the Office of Management and Budget (OMB) and Congress; prepares periodic (quarterly and annual) budget execution reports to OMB and the Commission. Provides data necessary to prepare for budget hearings and **PART** performance assessment processes.
- Oversees the annual audit process and appropriately responds to any audit findings. Develops periodic audit processes designed to identify and resolve issues throughout the year.
- Monitors the submission of spending reports on grant awards and outlays by location.
- Prepares short and long-term financial forecasts, advising leadership of identified trends and cash flow.

Budget Development and Management

- Implements an inclusive budgeting process, involving Commission leadership and departmental leaders, to develop the annual operating budget.
- Leads periodic budget realignment activities to ensure appropriate use of funds and effective financial stewardship.
- Prepare monthly budget reports to the Executive Director and identify potential issues for resolution.

Qualifications for Consideration

Education and Experience

- Bachelor's degree from an accredited higher education institution is required for consideration.
- Seven (7) or more years of relevant experience in accounting or finance.
- Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) preferred, but not required for consideration.
- Grant accounting and/or governmental accounting, preferably federal, experience is highly desired.

Skills and Abilities

- Excellent written and verbal communication skills as well as the ability to communicate complex financial information to audiences of different levels of financial knowledge and ability.
- Skilled in financial reporting and leveraging technology in developing reports.
- Skilled in data analysis and in advising leadership based upon trends and findings discovered in that analysis.
- Knowledge of the federal budgeting process and accounting systems is preferred.

Compensation Information

The salary range for this position is \$98,100 – 105,100. Please note that it is not typical for salaries offered to reach the top end of the posted salary range. The official salary offered will be determined by the Commission at the time of selection.

To Apply

Interested candidates are asked to send a resume and email of interest to Christin Mack, Manager of Public Sector Executive Search at Find Great People, LLC, at cmack@fgp.com.