

Title of Position:
Deputy Director/Accounting Director

Organization:
Ann Arbor Downtown Development Authority

Location of Position:
Ann Arbor, MI

Wage / Salary:
\$90,000 - \$105,000

Job Description:
The Ann Arbor DDA is a very engaged agency that through its board has great impact in the community. The DDA's small team is highly energized and a respected partner in a top-rated city with an extremely high quality of life.

The Deputy Director/Accounting Director is an essential staff member, responsible for hands-on effective, timely, and accurate planning, directing, administering, and managing all financial-related activities of the DDA.

The Deputy Director/Accounting Director will provide the leadership, management, and oversight necessary to ensure the Authority has appropriate processes, procedures and systems in place so that the agency can make informed decisions, achieve its overall aims and run efficiently, while remaining financially sustainable.

The role includes budget preparation and on-going budget tracking, overseeing governmental accounting for the agency including accounts payable & receivable and transfers between funds, reporting, audits, risk management, and strategic planning as regards to the DDA's finances, as well as compliance with all financial regulations and requirements. The DDA Deputy Director/Accounting Director is responsible for developing, implementing, and maintaining sound financial processes and planning, including tracking cash flow and financial planning, all preparation for the DDA's annual audit, providing accurate and prompt financial reports as needed. This is the sole staff member for the agency responsible for accounting; contracting for accounting support is possible and would be the responsibility of this staff member.

Qualified candidates please see the full job description and instructions for applying for this position at:
<https://a2gov.applicantpro.com/jobs/960012-72068.html>