



# OKLAHOMA CITY INNOVATION DISTRICT

## **JOB DESCRIPTION**

### **Chief Financial Officer**

Reports to: CEO

Status: Salaried, Exempt

## **ABOUT OKLAHOMA CITY INNOVATION DISTRICT**

The Oklahoma City Innovation District is designed to be an epicenter for collaboration, innovation, opportunity, and economic growth. We convene divergent industries to create opportunities for next-level innovation while positioning our city as a leading competitor for new companies, jobs, and talent in a global economy. Its purpose is to capitalize on OKC's dominant industries; by investing in high-quality places where research institutions, firms, and talent concentrate and connect, and the district will support the entire region in being more competitive, both in attracting investment and the national and local talent necessary to continue Oklahoma's economic expansion.

The Innovation District encompasses about 1.3 square miles east of downtown Oklahoma City, between NE 13-16th Streets to the north, NE 4th St. to the south, and Robinson and Lottie Avenues to the west and east. It crosses Broadway/Interstate 235 and includes Automobile Alley in addition to the Oklahoma Health Center, University Research Park, the Oklahoma Aerospace Institute for Research and Education (OAIRE) and numerous other institutions. The District is also home to the city's bioscience sector, where many institutions are already conducting groundbreaking research and fostering entrepreneurship and innovation.

## **POSITION DESCRIPTION**

The CFO is a strategic thought partner and a hands-on and participative leader responsible for the financial and administrative business management of OKCID. This position is responsible for the accounting, financial reporting, budgeting, tax compliance,

investments, insurance, and audit functions of the organization. The position ensures that there are effective financial and accounting system controls and standards in place and is also responsible for managing the administrative systems of the organization. The CFO plays a critical role in strategic decision-making and operations as OKCID continues to enhance its programming and build capacity. This position works closely with the CEO to support the fiduciary and organizational compliance responsibilities of the organization.

## **AREAS OF RESPONSIBILITY**

Financial Management - Responsible for all systems and procedures for the collection of revenue, payment of bills, and purchasing to ensure the integrity of financial information including Verifying and posting transactions to journals, ledgers, and other records, and preparing supporting account reconciliations. Clearly preparing, analyzing, and communicating monthly and annual financial statements and reports for all stakeholders.

Coordinating and leading the annual audit process including liaising with external auditors.

Overseeing and leading the annual budgeting and planning process. Administering and reviewing all financial plans and budgets; monitoring progress and changes and keeping the CEO and Board level stakeholders abreast of the organization's financial status.

Managing organizational cash flow and forecasting and oversight of all bank accounts and investment vehicles to maintain adequate working capital and return. Managing the day-to-day investments in conjunction with the CEO. Implementing a robust contracts management and financial management/reporting system.

Working collaboratively with our payroll vendor to prepare and input payroll including the distribution and reporting processes for payroll; the calculation of wages, overtime, and deductions; and the maintenance of on-site employee records to ensure compliance with applicable regulations.

Overseeing the contract billing and collection schedule. Ensuring compliance with Federal, State, local, and other financial, tax reporting, and regulatory requirements. Requires knowledge of federal grant programs such as the Community Development Block Grant Program and economic development incentive programs such as tax increment finance.

Updating, documenting, and implementing all necessary business policies and accounting practices to improve the finance department's efficiency and financial controls. Preparing the Annual Report and Treasurer's narrative for Board meetings.

Administration – Responsible for the overall administrative functions to ensure efficient and consistent operations as the organization grows including working closely and

transparently with all external partners including third-party vendors and consultants. Reviewing and ensuring compliance with all contracts entered into by OKCID.

Evaluating and maintaining adequate insurance coverage to meet the changing needs of the organization. Ensuring that policies are timely renewed or replaced, claims are filed and resolved, and managing the relationship with the insurance carriers and agents. Performing other duties as assigned.

## **QUALIFICATIONS & PREFERENCES**

A minimum of 7-10 years in financial administration with progressive growth in responsibility. Prior responsibility for the quality and content of all financial data, reporting, and audit coordination for either a division or significant program area. Experience working with non-profit financials is a plus. Ability to translate financial concepts to and effectively collaborate with programmatic and fundraising colleagues who do not necessarily have finance backgrounds. Prior experience with grants management is also a plus.

Keen analytic, organization, and problem-solving skills which support and enable sound decision-making. Excellent communication and relationship-building skills with an ability to prioritize, negotiate and work with various internal and external stakeholders in a multicultural environment. Personal qualities of integrity, credibility, professionalism, a commitment to lead by example, and dedication to the mission of the Oklahoma City Innovation District.

## **ADDITIONAL INFORMATION**

Full-time employment Compensation is competitive and based upon experience and will include both salary and a generous benefits package. Position located in Oklahoma City, OK.

How to Apply: Please email a resume, cover letter, and salary history to [Okcinnovationdistrict@gmail.com](mailto:Okcinnovationdistrict@gmail.com). Please indicate where you learned about the job and use the subject line "Chief Financial Officer". Applications will be reviewed on a rolling basis, so please consider applying early to ensure your application is reviewed.

People of color, LGBTQ persons, and other underrepresented groups are strongly encouraged to apply. OKCID is an equal opportunity employer committed to inclusive hiring and dedicated to diversity and inclusion in its work and staff.