



## POST FALLS URBAN RENEWAL AGENCY JOB DESCRIPTION

JOB TITLE: Executive Director (ED)  
REPORTS TO: Commission Chairperson  
HOURS: Part-time, flexible

### POSITION SUMMARY

The Executive Director plans, organizes and performs a variety of administrative and financial functions to support Agency operations. Primary responsibilities include financial management and reporting, account reconciliation, monthly tracking of tax increment received and presenting information to the Agency Commission at a monthly meeting. The ED works closely with Urban Renewal District proponents as well as the City Administrator and county officials.

### QUALIFICATIONS

- Bachelor's degree in accounting &/or business administration with three years accounting experience; previous governmental accounting experience preferred
- QuickBooks experience a plus
- Proficient with Microsoft Excel, Word and PowerPoint

### ESSENTIAL FUNCTIONS:

- Promotes and maintains harmonious and effective relationships and communications with District proponents as well as city and county departments and the community as a whole.
- Schedule and organize monthly Commission meetings and various committee meetings as needed.
- Meet all state reporting requirements per Idaho Code
- Performs all accounting for the Agency including but not limited to:
  - Payroll, including quarterly filing reports
  - Accounts Payable
  - Monthly Financial Statements
- Prepare Annual Budget
- Coordinate Yearly Audit
- Give presentations about Urban Renewal to organizations if requested

### SKILLS

- Technical accounting and analytical skills
- Excellent interpersonal skills
- Proficiency with data processing application systems including experience with QuickBooks
- The ability to develop and maintain internal control systems
- The ability to understand proponent reimbursement contracts and other Agency documents
- Knowledge of Microsoft Excel, Word and PowerPoint

### PHYSICAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is constantly required to sit and occasionally required to stand, walk, reach, twist, bend, pull and lift and carry items weighing 10 pounds or less as well as to do simple grasping occasionally. The position requires manual deviation, repetition and dexterity. Visual requirements include computers and books exposure and close eye work (small figures).