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HEAD OF FINANCE AND ADMINISTRATION

POSITION SPECIFICATIONS

CLIENT

The Mid-America Regional Council (MARC), Kansas City's metropolitan area planning organization and voluntary association of local governments, is seeking an outstanding leader for its Department of Finance and Administration, which leads the agency's fiscal management and administrative activities including: budgeting and financial planning, accounting, financial statements and reporting, investments and banking, purchasing and contracting, human resources, grants and office administration.

This is an exceptional opportunity for an energetic, capable and mission-driven professional to extend MARC's tradition of excellence in financial management and to lead the agency in developing business and financial practices necessary for an evolving set of functions and financial models.



About the Mid-America Regional Council

MARC is the nonprofit association of city and county governments and the metropolitan planning organization for the bistate Kansas City region of some 2 million people. Governed by a [Board of Directors](#) made up of local elected officials, MARC serves 119 cities and nine counties that include Cass, Clay, Jackson, Platte, and Ray counties in Missouri and Johnson, Leavenworth, Miami, and Wyandotte counties in Kansas.

MARC provides a forum for the region to work together to advance the social, economic, and environmental progress of the Kansas City region and to promote regional cooperation through leadership, planning, and action. MARC supports a broad range of regional functions that have become widely regarded for innovation and effectiveness in areas that include transportation, environmental protection, emergency management, aging services, workforce and economic development, early education, and local government cooperative services. MARC's work is fueled by confidence and support among key civic and public institutions and is carried out through effective community partnerships. We are committed to core values that include integrity, innovation, collaboration, diversity and inclusion, excellence in performance, and service leadership. For additional information visit www.marc.org.

RESPONSIBILITIES

The Department of Finance and Administration is critical to MARC's ability to carry out its mission to advance regional progress through collaborative initiatives and services. MARC is characterized by its ability to respond nimbly and effectively to shifting public needs and community expectations and to craft practical approaches to address common goals. With greater pressures in the funding environment, we are seeking a leader who will not only maintain the efficacy of our current financial systems, but also lead in the development of new financial models and business practices for a broader range of revenue streams and operating functions while working in cooperation with internal managers and external stakeholders.

We are seeking a strategic leader who will also envision and lead efforts to broaden automation of our financial management systems, strengthen our financial reporting and revenue forecasting practices, foster increasing functional integration and cross-training within the department, and develop the capacity of department staff to achieve their professional potential. The Head of Finance and Administration is a member of the MARC executive leadership team, serving as a key decision-maker who contributes to the overall health of the agency and to the effectiveness of MARC programs and initiatives.

The department has three key areas of responsibility which include:

1) Financial Systems

The Finance and Administration Department manages a financial system that includes multiple funds, over 150 active grants in a typical year and a \$59 million budget. Revenues include: significant federal and state grants and contracts; contributions for shared services from local governments, nonprofit agencies and institutions; philanthropic and corporate support; and charges for services.

MARC uses three types of funds to manage its resources: governmental, proprietary, and fiduciary. These accounting funds are separated for the purpose of carrying on specific activities or attaining certain objectives in accordance with regulations or program objectives. MARC maintains four governmental funds (a general fund, two special revenue funds, and a capital projects fund), for which financial statements are prepared on the modified accrual basis. The Proprietary Fund financial statements are prepared on the accrual basis of accounting. MARC uses fiduciary funds to account for resources held by MARC for the benefit of others. Because these resources are not available for MARC's operation, they are not presented in the agency financial statements.

MARC utilizes *Microsoft Great Plains (GP)* software for its core financial management system (financial reporting, grant management, general ledger, accounts payable, purchasing/encumbrances, accounts receivable and fixed assets). *Management Reporter* is used for report writing, which is being phased out as a new software tool, *Prophix*, is deployed for the annual budget and report writing. A separate software package, *Ungerboeck Systems International (USI)/Event Business Management Software (EBMS)* is used for reporting and accounting of revenues for events and training activities. MARC uses *Ceridian Employer Services* for processing payroll and payroll taxes on a biweekly basis. MARC's currently retains *RubinBrown*, certified public accountants, for auditing and related advisory services.

MARC maintains a subsidiary 501(c)3 nonprofit corporation, the Mid-America Regional Council Community Services Corporation (CSC), which receives grants that otherwise are awarded only to 501(c)3 organizations. MARC also supports two public cooperative entities with financial management, accounting services, and annual audit report support: the Kansas Eastern Region Insurance Trust (KERIT-worker compensation) and the Kansas and Missouri Metropolitan Culture District Commission (remaining funds from the Union Station renovation project).

2) Human Resources

The Head of Finance and Administration oversees the agency's human resources functions. Human resources activities are led by a capable team of two professional staff who coordinate employee recruitment, employee performance and issue resolution, compensation and fringe benefit systems, and the management of employee affairs. The department is responsible for oversight of MARC's fringe benefit administration and provider contracts. MARC participates in a public self-funded insurance pool which offers health, dental, and vision insurance and a health savings account. Other fringe benefits include two retirement plans, life and disability coverage, and two flexible spending accounts.

MARC periodically utilizes the services of an outside consultant to assist with compensation and market pay analysis. Employee affairs includes support for an Employee Council, employee events (United Way campaign, food drives, retirements, etc.), and a wellness program.

3) General Administration

MARC leases its office space and the department works closely with building management regarding operations, comfort, and security. The department is responsible for negotiating and monitoring the office space lease; the current lease expires in 2026.

The department also provides support regarding office furniture, minor equipment, and supplies. The IT Department, which is separate from the Department of Finance and Administration, manages the central agency-wide and employee computer systems; however, certain systems are coordinated with the Department of Finance and Administration, such as telephone system, door access system, and accounting software.

The Head of Finance and Administration coordinates contract document reviews and legal counsel assistance, when needed.

MARC is a member of *Midwest Public Risk*, which pools risks among public organizations for employee medical benefits, property, and general liability and workers compensation coverages. Risk management includes annual loss control trainings, on-site inspections, claim reporting and management, and general awareness and promotion about best safety practices.

The Head of Finance and Administration is responsible for:

Leadership

- Provide leadership and oversight for the direction, progress, effectiveness and health of the financial, human resources, and business affairs for the agency.

- Serve as a spokesperson and professional support to the Board of Directors, oversight committees, and external stakeholders on the agency's financial and business matters.
- Provide primary guidance for the development and implementation of financial strategies, business practices, financial policies, and resource management procedures.

Management

- Provide oversight and supervision for staff, operations, and direction of the Department of Finance and Administration.
- Manage the agency's financial affairs, including budgeting, revenue forecasting, accounting transactions, payroll, indirect and fringe allocations, grants administration, financial reporting, indirect cost allocation plan, and annual audit.
- Oversee preparation and reporting of accurate and timely monthly financial statements and special reports.
- Oversee agency-wide human resource functions including employee compensation, benefits, policies and procedures, and administration.
- Manage office administrative functions including office lease management, office space upgrades, purchasing policies, purchase and maintenance of furniture and equipment, and office operations.
- Provide support to operating departments in effective grant administration and reporting.

Institutional

- Serve as a member of the MARC leadership team, supporting its mission to advance the progress of the Kansas City region by contributing to the overall health of the agency and to the effectiveness of its programs and initiatives.

Without question, this position represents an outstanding opportunity for a forward-thinking finance and administration professional to lead change in a dynamic, mission-oriented environment.

EDUCATION AND EXPERIENCE

- An undergraduate degree from an accredited college or university in accounting, finance or other relevant area, along with ten years of related experience is required.
- A master's degree in a related field is very strongly preferred along with eight or more years of progressively complex and responsible experience, including five years at the management/supervisory level.
- Certified Public Accountant (CPA) certification is helpful but not required.
- Strong, relevant professional leadership and/or experience in managing financial affairs of complexity and character comparable to MARC, with particular emphasis on grant-supported activities.
- Demonstrated understanding of operations, A/R, expense management, and other areas that have a major impact on financial performance.
- Proficiency with Microsoft Office applications, including Excel, Word and PowerPoint.
- Demonstrated ability to hire, train, lead, supervise, and motivate staff. Experience leading a sizeable accounting/finance team is preferred.

- Leadership style should include exceptional interpersonal skills and the ability to build and sustain credibility and rapport across the organization and with external partners.

PERSONAL CHARACTERISTICS

- A history of outstanding financial management competencies, a deep understanding of public, nonprofit financial systems, and a working knowledge of public policy and service systems at the local, regional, state and federal levels.
- Proven entrepreneurial talent and initiative, creativity in problem-solving and openness to innovation, as well as vision and effectiveness in developing systems and long-term plans supported by concrete strategies.
- Must possess strong business acumen, a commitment to fiscal and programmatic integrity, and excellent administrative skills.
- Be adept in supporting collaboration and complex initiatives involving diverse internal and external stakeholders; have a strong orientation to consensus-driven decision-making and a highly collaborative and politically astute approach to management.
- Demonstrated ability to interface successfully with civic partners and elected officials.
- Embrace the use of technology and data to advance agency functions and financial management systems.
- Excellent communication skills including the ability to interact effectively with Board members, elected officials, various stakeholders, and staff members.
- Demonstrate a collegial, open and accessible management style, with proven success in supervising and motivating professional staff and a strong commitment to staff engagement and professional development.
- Foster an accountable, positive organizational culture and a leadership style that builds trust and collaboration.
- Exhibit a high standard of personal, ethical and public service qualities consistent with the mission and values of MARC.

THE COMMUNITY

This position is located in the Greater Kansas City metropolitan area. As such, candidates currently living outside of the region must be willing to relocate here.

Greater Kansas City has earned a reputation for being one of the best places to live and work in the nation and was named one of the Top 50 Best Places for Business and Careers by *Forbes*. Home to outstanding cultural and arts facilities and major athletic teams, the region has achieved numerous [national accolades](#) for high rankings in: affordability, raising a family, the redeveloped downtown, technology, charitable giving, museums, sports facilities and culinary accomplishments. Kansas City is also home to 3 professional sports teams: the Kansas City Royals (Major League Baseball), the Kansas City Chiefs (National Football League) and Sporting Kansas City (Major League Soccer).



Relevant Web sites that provide meaningful information about the region are as follows:

- Visit Kansas City www.visitkc.com
- Welcome to Kansas City Video www.vimeo.com/kcadc
- Kansas City Area Development Council www.thinkkc.com
- Greater Kansas City Chamber of Commerce www.kcchamber.com
- Kansas City Business Journal www.bizjournals.com

COMPENSATION

MARC will offer the successful candidate a competitive compensation package and the company's comprehensive benefits package. All inquiries and applications should be made through the executive search firm, EFL Associates, who is partnering with MARC on this important search.

NON-DISCRIMINATION

Our client and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, color, sex, gender, creed, national origin, disability, citizenship, veteran status, pregnancy, genetic information, military status, ancestry or any other protected category pursuant to applicable federal, state or local law.

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