



Job Descriptions

Executive Director

Responsible for the achievement of the Corporation's mission and objectives as determined by the Board of Directors. Serve as the Corporation's representative with the public, state and federal governmental agencies, nonprofit institutions and the State's legislature. Directs the daily operations of the Corporation and the staff in order to ensure that the administration of the Corporation, its financial programs and operations are consistent with the Corporation's mission, and enabling legislation. The Executive Director will implement or oversee compliance with all applicable laws and regulations. Ensure the Board receives all information necessary to function properly and make informed decisions on policies and programs currently and into the future.

Chief Financial Officer/

Human Resource Director

Primary responsibility for the financial matters of the Corporation including cash management, payrolls, investments, independent audit requirements and compliance with all state and federal regulations. Ensure the proper preparation and maintenance of all records, reports and accounting system for the Corporation. Oversee the Corporation's relationship with outside vendors related to banking, investments and other financial services and their performance. Maintain all information regarding employees related to their employment, salaries and benefits. Assist the Executive Director and Board of Directors regarding the financial aspects of the Corporation such as budgets and forecasts.

Executive Assistant

Provide administrative support to the Board of Directors and Senior Management. Manage communication and serve as the initial contact for the Board and Corporation with the public, institutions and other governmental agencies on matters related to Board meetings and Corporation activities. Provide assistance to the Executive Director with the compilation and organization of information needed for projects and reports. Manage the day to day operations of the office subject to oversight of the Executive Director. Represent Senior Management with outside vendors and consultants. Oversee and manage the Corporation's website. Ensure the Corporation's computer system and other technology are current and functioning properly. Provide support and assistance with Corporation programs and functions related to financing, accounts payable and receivable and documentation.



Compliance and Reporting Analyst

Provide ongoing monitoring of an institution's compliance requirements resulting from the Corporation's financial assistance. Establishment and maintenance of database of individual reporting requirements and their compliance. Collection of reports and documents required by financing other state or federal reporting requirements. Insure compliance of institutions and notify institutions of delinquency or noncompliance of the reporting requirements.

Housing Aid Coordinator

Oversee the School Housing Aid Program's activities among the Corporation, RI Department of Education, communities and other parties. Coordinate funding activities of the program regarding the transfer of financial aid from the State to communities. Compile data and maintain computer database regarding bond issues, project approval and allocation of aid. Prepare necessary reports of program's operations to evolving program needs and developments.