Delaware Economic Development Office
Business Finance Specialist
Recruitment #1110201601

Opening Date:	**11/18/2016**
Closing Date:	**12/02/2016**
Type of Recruitment:	**Open**
Employment Term:	**Full-Time Exempt Status**
Location(s):	**99 Kings Highway, Dover, DE 19901**
Contact Name:	**DEDO Human Resource**
Contact Phone:	**302-739-4271**

SUMMARY STATEMENT

The Business Finance Specialist works in the Capital Resources Unit of the Delaware Economic Development Office. This position is responsible for managing the application for financial assistance process from start to finish, including the preparation of financial analysis and underwriting as well as making recommendations on the terms and structure of incentive packages offered to applicants. The incumbent will also be tasked with monitoring, analyzing, and maintaining records related to the financial programs held in the overall portfolio.

ESSENTIAL FUNCTIONS

- Responsible for managing financial assistance applications and inquiries
- Conduct a financial analysis, determine eligibility, evaluate credit, determine the funding available and recommend appropriate funding action
- Prepare recommendations on applications for funding, including terms and structure of facilities. Present recommendations to management and to the public advisory board (Council on Development Finance)
- Responsible for site-visits and post-closing evaluation for reporting entities, including analysis pertaining to sustainability, profitability and performance metrics
- Confer and collaborate with other units, such as the Business Development Unit, within the agency to align businesses to applicable resources
- Conduct public outreach to determine new financing needs throughout the state, present DEDO finance programs to stakeholders and to solicit new users
- Manage and maintain administrative files for financial programs; including, but not limited to security filings, closing documents, payment schedules and transactions, due diligence reports and financial analysis
- Assist the Deputy Attorney General in organizing the appropriate due diligence and closing documents for applicants and projects contribute to compiling and maintaining various internal reports and statistical databases related to economic measurements and accounting records

JOB-SPECIFIC KNOWLEDGE AND SKILLS

Candidate must have the knowledge, understanding and/or experience of:

- Loan and grant programs provided by DEDO
- Reviewing, analyzing and interpreting financial statements
- Legal procedures and documents
- Programs offered by external partners and various other sources such as banks, lending institutions and entrepreneurship programs
- State of Delaware economy, culture, business drivers (industry specific), and community and business leaders
- State and local laws, rules and regulations governing agency activities

Delaware Economic Development Office
Business Finance Specialist
Recruitment #1110201601

JOB REQUIREMENTS

- BS in Business Administration or 5 years of related experience, including accounting and finance – MBA preferred
- Accounting and Financial Analysis experience preferred
- Commercial lending knowledge and experience would be an asset in this position, although not a requirement
- Advanced computer literacy and proficient in Microsoft Suites programs including Excel, Word, and PowerPoint
- Thorough knowledge of business spreadsheets, capital programs, and funding institutions in Delaware
- Must be results oriented
- Excellent verbal and written communication skills as well as presentation skills
- Ability to manage multiple projects and priorities simultaneously
- Demonstrate excellent internal and external customer-service

BENEFITS

Benefits include 21 vacation days and 15 sick day leave accrual, up to 12 paid holidays a year, liberal retirement benefits, health, dental, vision, short and long term disability, and life insurance plans as well as various supplemental benefit options.

SELECTION PROCESS

The application and resume are evaluated based upon a rating of the applicant's education, training and experience as it relates to the position's job requirements. It is essential that the applicant provide complete and accurate information on the application and resume including dates of employment, job title and job duties. For education and training, list name of educational provider, training course titles and summary of course content. Application and Resume should be submitted to DEDO.Resumes@state.de.us. All correspondence related to the submission will be sent via email.

ACCOMMODATIONS

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

APPLICATION PROCEDURES: Interested applicants must submit an application and resume to **DEDO's Human Resource** Office by the **closing date of 12/02/2016**. Contact: DEDO.Resumes@state.de.us.

THE DELAWARE ECONOMIC DEVELOPMENT OFFICE IS AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER. DIRECT DEPOSIT OF PAY IS MANDATORY.