



## **Title: Economic Development Asset Administration Manager**

**Department:** Financial Services

**Business Unit:**

**Reports to:** Vice President, Financial Services & Controller

**FLSA:** Exempt

**Pay grade:** 4

**Last updated:** 10/2026

### **Position Summary**

The Economic Development Asset Administration Manager supports the Financial Services Department by providing technical and analytical expertise in the management of financial asset programs, including loan, equity, collateral, and loan participation programs. This position is responsible for maintaining accuracy and integrity of financial and program data within SIGMA and subsidiary ledgers to ensure accurate tracking and compliance. This position performs routine and analytical work, such as reconciliations, reporting, system management (e.g. gathering requirements, data entry, ensure data quality, testing, etc.), evaluating accounting needs, analyzing business processes, evaluating new program structures and agreements, and compiling and analyzing transaction data.

Additionally, the Economic Development Asset Administration Manager ensures proper financial asset servicing, including accurate processing and reconciliation of related payments and other financial transactions such as loss provisions, loan forgiveness, and receivables. This position works closely with various internal and external customers including program teams, borrowers, and lenders, requiring strong analytical, communication, and problem-solving skills to ensure accurate financial reporting and effective program execution and compliance. This position also assists end users by providing insights and support related to financial systems and program decision-making.

### **Position Progression**

| <b>Title</b>                                      | <b>Pay Grade</b> | <b>FLSA</b> |
|---------------------------------------------------|------------------|-------------|
| Economic Development Asset Administration Manager | 4                | Exempt      |

### **Principal Duties and Responsibilities**

*These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA. The below statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

| <b>Title</b>                                      | <b>Principal Duties and Responsibilities</b>                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Economic Development Asset Administration Manager | <ul style="list-style-type: none"><li>• Develops and implements policies and procedures for financial monitoring and accounting practices related to financial asset programs.</li><li>• Processes financial transactions related to loan, equity, collateral, and participation programs, ensuring accuracy and compliance with established procedures.</li></ul> |



| Title | Principal Duties and Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | <ul style="list-style-type: none"><li>• Collaborates with program area staff to review financial asset statuses and define requirements for new initiatives.</li><li>• Inputs, reviews, analyzes, and monitors data for financial assets within accounting systems and subsidiary ledgers, ensuring timely accuracy and compliance with Generally Accepted Accounting Principles (GAAP) and identifies and resolves issues related to financial transactions, reporting discrepancies, and system processes using sound judgment and analytical skills.</li><li>• Communicates regularly and independently, as appropriate, with borrowers, lenders, management, program teams, auditors (state and federal), and the public regarding financial asset programs to obtain information, provide updates, and support program activities.</li><li>• Recommends improvements, internal controls, and new methods to enhance the efficiency and accuracy of accounting systems and subsidiary ledgers.</li><li>• Analyzes financial data and program requirements and prepare financial and operational reports to support program teams, leadership decision-making, periodic reviews, and the implementation of new programs, agreements, and reporting structures.</li><li>• Designs and maintains end-user reporting environments for financial asset programs, including the development of standard reports, dashboards, and ad-hoc analyses.</li><li>• Extracts and integrates data from financial systems into reporting software, ensuring accurate reconciliation, data cleansing, and consistency across systems.</li><li>• Supports the continuous improvement of processes, systems, and workflows to enhance efficiency and effectiveness within asset administration.</li><li>• Serves as system administrator for loan management systems, overseeing their functionality, configuration, and performance, including ongoing data validation, corrections, and system support activities.</li><li>• Coordinates with vendors, IT staff, and consultants to ensure effective operation and maintenance of loan management systems.</li><li>• Collaborates with MEDC IT teams to manage financial systems using SQL, ensuring ongoing database integrity and performance.</li><li>• Conducts continuous database management and financial data analysis to assess data quality, accuracy, and completeness, ensuring compliance with program requirements, policies, and applicable regulations across financial transactions and reporting activities.</li></ul> |



| Title | Principal Duties and Responsibilities                                                        |
|-------|----------------------------------------------------------------------------------------------|
|       | <ul style="list-style-type: none"><li>• Performs other related duties as assigned.</li></ul> |

### **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

### **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly sits, uses their hands, talks, and listens. Occasionally, they stand, walk, reach, and bend. They may need to lift or move up to 20 pounds. Specific vision abilities required include close vision and the ability to adjust focus, especially when working on a computer screen and with small numbers.

### **Work Environment:**

The noise level in the work environment is usually quiet. In-office work is required for this position, in accordance with organizational work assignment policies.



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## Employment Qualifications

*The qualifications listed below are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*

### Education:

This position requires a bachelor's degree (B.A. or B.S.) from a four-year college or university in Business, Information Technology, Accounting or a related field, or an equivalent combination of education and experience.

### Experience:

| Title                                             | Experience                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Economic Development Asset Administration Manager | Three years of related experience.<br><br>Experience working in an accounting/financial environment, developing database/systems to report out financial information, business process analysis, requirements gathering, testing, process documentation, training, and project management. Experience in technologies as well as business and accounting systems used by the MEDC is preferred. |

### Certificates, Licenses, or Registrations:

None.

### Other Knowledge, Skills, and Abilities:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Ability to work independently with minimal supervision.
2. Ability to read, analyze, and interpret general business documents.
3. Ability to apply common sense and understanding to carry out instructions furnished in written, verbal, or diagram form.
4. Ability to function with strong written and verbal communication skills.
5. Ability to solve practical problems and deal with a wide variety of concrete variables in situations where only limited standardization exists.
6. Ability to write reports, business correspondences, business and procedure manuals.
7. Ability to maintain confidentiality of sensitive projects and information.
8. Ability to work in a team environment with strong listening skills.
9. Ability to define problems, collect data, establish facts, and draw valid conclusions.
10. Advanced ability to effectively use business computer software such as word processing, spreadsheet, presentation, and accounting software.
11. Ability to define and execute system configuration changes required to meet business unit requirements, and ability to create technical requirements for application system developers.
12. Ability to function with keen attention to detail.
13. Ability to think strategically and tactically.
14. Ability to maintain a good working relationship with all team members.