

**DIRECTOR OF ADMINISTRATION
PUBLIC ADMINISTRATOR V**

East-West Gateway Council of Governments (EWG) has an opening for a Director of Administration. The Director of Administration will report directly to the Executive Director and is responsible for the agency's financial planning, budgeting, annual audit, general accounting, procurements/purchasing, contract/grant administration, human resources, benefits administration, payroll, legal, compliance, and facilities. This position oversees the Administration department and supervises and directs Administration staff.

Specific duties include, but are not limited to:

- Directs, manages, and supervises the Agency's contracts and grants activities; this includes both grant-funded and locally-funded activities; approves all agency purchases, contracts, and grants.
- Directs, manages, and supervises the financial operations of the agency, to include daily accounting, budgeting, auditing, financial reporting and compliance; reviews/approves batches, journal vouchers, and other work product completed by senior-level accounting staff.
- Directs, manages, and supervises the Agency's legal and compliance activities; both those related to grant-funded activities and those related to internal operations (e.g. financial, payroll, HR); develops all policies and procedures that govern the internal operations of the agency; provides training to staff on policies and procedures.
- Directs, manages, and supervises the Agency's HR section, which includes handling benefits and leave administration; personnel issues; develops policies and procedures for performance evaluation, discipline, and other HR-specific areas.
- Directs and manages the Agency's major programs like Unified Planning Work Program, Title VI, and DBE.
- Supervises, guides, and trains supervisory-level and lower-level staff and manages/directs Departmental and agency-wide programs and projects related to Administrative matters.

The successful candidate for this position will have a well-rounded accounting or legal background with thorough knowledge of Generally Accepted Accounting Principles (GAAP), GASB, federal guidelines and regulations like the Omni Circular, HR principles, and benefits administration. Candidates must have demonstrated experience performing high-level accounting, legal, and compliance duties and demonstrated progressively increasing administrative responsibilities in a senior management position. Candidates must have superior oral and written communication skills, have attention to detail, and very strong organizational skills.

This position requires graduation from an accredited four-year college or university with major coursework in accounting, finance, public administration, or a directly related field and 7 years of increasingly responsible, directly related professional experience. A professional certification like a CPA is preferred and may be substituted for a maximum of 1 year of experience. A graduate degree in directly related field may be substituted for a maximum of 1 year of experience.



**EAST-WEST GATEWAY
Council of Governments**

Creating Solutions Across Jurisdictional Boundaries
1 S. Memorial Drive, Suite 1600
St. Louis, MO 63102

AN EQUAL OPPORTUNITY EMPLOYER

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All applicants for this position must be authorized to work in the United States.

The salary range for this position begins at \$110,000 annually, with actual starting salary based on background and experience. EWG offers an attractive compensation and benefits package, including: insurance (health, dental, vision, and life), flexible spending accounts, retirement plan with employer match, and generous paid time off (vacation, holiday, and sick leave). A summary of benefits can be accessed on EWG's website at www.ewgateway.org/careers.

Applicants should submit a cover letter and resume by email to: careers@ewgateway.org with the subject line: Director of Administration Application.



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