

FINANCE DIRECTOR

STATUS: Exempt

FUNCTION: This is a senior-level position. The Finance Director is responsible for supervision of WHA's accounting systems, purchasing function, management information systems (MIS), as well as administration of the operating budget. The Finance Director is also responsible for designing and monitoring financial and administrative controls and ensuring that the Authority's assets are adequately safeguarded. This position is responsible for maintenance of complex accounting records and preparation of required financial reports for HUD and other regulatory agencies.

SUPERVISION: The Finance Director reports directly to the Executive Director and serves as the primary point of contact for Auditing/Accounting services. The Finance Director supervises a staff of financial personnel.

ESSENTIAL JOB DUTIES:

- Work with management staff to prepare an annual budget for Authority and present to the Executive Director and Board of Commissioners for approval.
- Supervise and coordinate the processes and systems for the collection of revenue and general accounts receivable within the agency in compliance with federal, state, and local requirements. Records include, but are not limited to, the general ledger, fixed asset records, tenant accounts receivable, and vendor accounts payable.
- Work in coordination with fee accountants to prepare and submit timely financial reports and operating budgets to HUD, additional regulatory agencies, and the Board of Commissioners.
- Work in conjunction with Purchasing Officer for inventory, purchasing and contracts for the expenditure of operating budget and Capital Funds and HUD reporting.
- Advise the ED and senior-level staff on the financial management of all grant funds received.
- Design, implement and maintain accounting systems and prepare financial reports in compliance with established program cost allocations.
- Work in cooperation with the Executive Director and the Management Information Specialist in establishing system priorities. Oversee the Authority's management information system (MIS) function.
- Evaluate the effectiveness of internal controls and recommend methods to strengthen the control environment. Together with key staff and consultants, develop performance indicators that will measure and monitor the effectiveness and efficiency of WHA programs utilizing asset management tools.

- Responsible for all GLI/Auto/Property/Lead/Flood/ Director's E & O and Section 8 lead inspectors insurances.
- Recommend and implement enhancements to administrative and financial systems. This may include such initiatives as cost-saving purchasing strategies, expansion of the asset management system, and effective records' management with internal auditing systems for reconciliation of accounts.
- Review all contract change orders, prior to Executive Director's signature, for compliance with procurement policies and budgetary control purposes.
- Monitor and report on cash and investment activities and the availability of operating funds.
- Monitor compliance with and recommend improvements to WHA financial policies and procedures.
- Assist the development of WHA complexes with recommendations for Mixed Financing.

SECONDARY DUTIES:

- Provide training and technical assistance to WHA staff for budget and accounting issues; provide assistance in the preparation of grant applications.
- Ability to obtain Certification as an ADP Payroll Specialist within one year.
- Provide training and assist the financial personnel in obtaining ADP Payroll Specialist Certification within one year.
- Prepare additional financial reports as requested by the Executive Director.
- Assist the Executive Director in developing innovative investment and financing strategies that meet HUD or other funding agency program requirements and respond to emerging opportunities.
- Perform other reasonably related duties as assigned by immediate supervisor and other management as required.

PHYSICAL REQUIREMENTS:

The duties of this position are primarily office-based and require manual dexterity sufficient to competently use office equipment such as a keyboard or calculator. From time to time, the holder of this position will be required to conduct site visits and walk-through of warehouse and other storage locations, which would include the ability to traverse over a ¼ mile at a time and to use stairs.

PERFORMANCE CRITERIA:

This position will be evaluated on the ability of the incumbent to work independently, identify and report—and in many cases address—management information, financial, accounting, and other administrative support systems' challenges. Working with and through others will be essential to successful performance of this position's responsibilities.

QUALIFICATIONS AND SKILLS:

- Substantial knowledge of both commercial and government accounting and accounting software.
- Substantial knowledge of management information systems administration.
- Knowledge of HUD's Performance Funding System.
- Knowledge of Low-Rent Housing Accounting.
- Knowledge of federal and state grant management requirements.
- Good communication and people skills.
- Good leadership, conflict resolution and collaborative problem-solving skills.
- Proven ability in management and task-delegation skills, a team builder.

EXPERIENCE AND EDUCATION:

At a minimum, a Bachelor's Degree with a concentration in accounting or business administration, Master's Degree in accounting or business administration preferred, with at least six years of experience; or ten years of experience as a supervising accountant or in a position with financial MIS data management responsibilities, CPA desirable. Accounting experience with HUD and LIHTC required.

Salary:

\$80,000 to \$90,000 DOQ