



# JOB ANNOUNCEMENT

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**POSITION TITLE:** DIRECTOR OF FINANCE

**DEPARTMENT:** ACCOUNTING

**SALARY:** Negotiable

**DATE POSTED:** 10/04/18

**CLOSING DATE:** Open Until Filled

**FLSA CLASS:** Exempt

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REQ #: 1076

## **Duties and Responsibilities:**

Responsible for accomplishing MHA's financial and accounting functions. Performs a variety of tasks involving oversight, recording, monitoring and reporting of financial transactions in MHA's programs. Reports directly to the Executive Director. Responsibilities include, but are not limited to, the following:

1. Directs and manages the Finance department; responsible for accounts receivable, accounts payable, payroll activities and all financial records generated.
2. Directs preparation of the required monthly, quarterly, semi-annual and annual financial reports for submittal to the U. S. Department of Housing and Urban Development (HUD) and other regulatory agencies.
3. Prepares comprehensive financial budgets for approval; prepares required reports on all active budgets; submits revisions of same.
4. Prepares the Operating Fund subsidy calculations.
5. Oversees and develops the investment strategies within federal, state and local regulations in order to establish a cash management plan.
6. Monitors all banking activities, daily cash flow; assures positive balance to agency's bank accounts; purchase investments and transfers cash.
7. Maintains accounting records for all programs of MHA.
8. Performs year end reconciliations and closing of MHA's books and prepares year-end financial reports.
9. Prepares all necessary audit schedules and provides accurate information to auditors.
10. Supervises, delegates and monitors work performed by the department staff, sets staff goals and objectives and evaluates their job performance.
11. Establishes and maintains departmental policies and procedures which will ensure efficient and economical operations of the agency.

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12. Establishes and maintains files and accounts for each vendor doing business with MHA.
13. Handles confidential security information and responsibilities including computer security codes, security systems codes, keys, etc.
14. Handles MHA's confidential information including, but not limited to, financial, personnel, payroll, banking, auditing and board minutes with required discretion.
15. Supervises payroll preparation, quarterly and annual tax reporting, and is responsible to ensure timely payment of required tax deposits.
16. Maintains contract records and payments to the contractors, ensures proper compliance with MHA's Procurement policies prior to processing the payments.
17. Monitors printing and disbursing of HAP and utility assistance payments Section 8 programs.
18. Maintains check register and other records pertaining to HAP and utility payments.
19. Performs other duties as assigned.

### **Qualifications and Knowledge:**

1. Bachelor's degree in Finance or Accounting from accredited university or college. Five years of experience in accounting work, two years in PHA or public agency accounting or an equivalent combination of education and experience. CPA certification preferred.
2. Considerable knowledge of applicable Authority operating policies and procedures; HUD regulations; applicable federal, state, and local laws; regulations; guidelines; modern principles, practices, and techniques of accounting; budgeting; financing; financial reporting procedures and requirement pertaining to Low-rent and Housing Choice Voucher housing programs.
3. Considerable knowledge of data processing principles and practices; modern principles, practices, techniques of public housing management, and HUD accounting handbooks and guidelines.
4. Ability to perform financial analysis.
5. Ability to maintain adequate records and prepare clear and concise narrative and statistical reports.
6. Ability to prepare and monitor complex statistical reports.
7. Ability to establish short and long term goals and monitor progress to completion.
8. Ability to coordinate and oversee a number of projects concurrently.
9. Ability to supervise others effectively and collaboratively, reinforcing good performance and dealing firmly but fairly with less than satisfactory performance.
10. Ability to communicate with and relate to persons of diverse backgrounds and abilities and to establish and maintain effective working relationships with participants, landlords and the public.
11. Ability to deal effectively with situations which require tact and diplomacy, yet firmness.
12. Bondability.
13. Valid Alabama driver's license, or must acquire one within 30 days of employment.
14. Eligibility to be covered under MHA's fleet auto insurance.

**Supervision Received and Given:**

The employee receives instructions primarily from the Executive Director. Courses of action, deadlines, and priorities are established by procedure, the supervisor, or the employee, depending on the assignment. Routine duties are initiated by the employee without supervisory direction. Instructions to the employee may be general or specific in nature. Problems or situations not covered by instructions are usually referred to the supervisor for resolution. The employee's work is reviewed periodically for accuracy, completion, and compliance with policies and procedures.

The employee directly supervises a Grants Accountant, Accountant I and the Account Clerk. The employee instructs, assigns, and reviews work; maintains standards, coordinates activities of staff, evaluates, and recommends selection, discipline, and discharge of employees.

**Guidelines:**

The employee refers to MHA's and HUD's guidelines in performing work. These guidelines cover most job-related situations, although the employee frequently is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the supervisor or makes a decision based on the circumstances.

**Complexity:**

The employee performs a wide variety of related tasks ranging from routine and repetitive to relatively complex financial matters. The course of action is determined by established procedure, the supervisor, or the employee. Tasks may occasionally have to be coordinated, integrated, and/or prioritized. Decisions regarding unusual circumstances are made by the employee on occasion.

**Scope and Effect:**

The employees work affects all of MHA's housing programs and its residents. MHA's financial condition can determine to a great extent the quantity and quality of housing and services the Authority is able to provide for low-income families. Successful accomplishment of tasks by the employee can enhance MHA's ability to provide housing that is decent, safe and sanitary and adequate services for its residents.

**Personal Contacts:**

Most of the employee's contacts are with MHA's employees, business firms, attorneys, residents and contractors. Contacts are made to verify, give, obtain, clarify and/or provide information. Contacts are also made to delegate, coordinate, advise, motivate, influence, justify, defend, negotiate and/or resolve matters or issues.

**Physical Demands:**

Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting (25 lbs. or less) to obtain files and records, and eyestrain from working with computers and other office equipment.

**Work Environment:**

Work, involves the normal risks and discomforts associated with an office environment, but is usually in an area that is adequately heated, cooled, lighted and ventilated.

**PLEASE VISIT  
WWW.MHATODAY.ORG,  
TO APPLY ON-LINE.**

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.