
POSITION DESCRIPTION

Title: Finance Manager

Reports To: Deputy Director Finance and Management

FLSA Status: Exempt

Summary

The Finance Manager performs highly responsible administrative work in developing, managing, and coordinating an effective management system for the Agency, which includes strategic planning and accountability for fiscal and managerial results, Agency-wide budget, resources management and financial management functions and management of the Agency's fiscal operations. The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

Duties and Responsibilities

Process monthly Housing Assistance Payments (HAP).

Sets up direct deposit and direct deposit verification for landlords as requested and in accordance with relevant policies and procedures.

Accepts, codes, and posts receipts, rent payments, portability payments, late charges, work orders, and other relevant documents. Makes copies for distribution to appropriate staff and provides totals and payments to accounts payable personnel for deposit.

Posts (credits/debits), balances, and reconciles tenant and landlord accounts. Ensures timely updating of system to reflect late rent and prepares late notices.

Subject to approval of Property Managers and/or the Deputy Director, applies/posts resident charges to accounts (e.g., late fee, court cost fee, returned deposit fee, maintenance/move out charges).

Maintains and reconciles a variety of ledgers and accounts for all Programs, examines financial transactions to ensure accuracy, and corrects financial records as necessary.

Works with appropriate Agency personnel in reconciling tenant accounts to ensure credit/debit balances tie to the general ledger and to the computer-generated and manual subledgers.

Reviews bank statements for all bank accounts and perform monthly bank accounts reconciliation.

Collects appropriate data, makes appropriate entries into system to document business transactions, and prepares reports as assigned.

Maintains/updates monthly escrow saving data for families in Family Self-Sufficiency (FSS) program and submits to the Community Service Manager and Deputy Director for review.

Prepares Journal Vouchers/written authorization for system or daily and monthly financial transactions, outside of payroll and vendor checks, as an integral part of the audit trail to ensure effective tracking of financial data from the general ledger to the source document.

Assist Deputy Director with budget and cost controls, financial analysis, accounting practices, payroll functions, purchasing, and ensures timely financial and statistical reports regarding Public Housing, Section 8, non-federal funds, and managed projects for management and finance committee use. Analyzes and interprets financial data and recommends changes to improve systems and financial performance.

Assist Deputy Director with the preparation of various regular reports to ensure timely flow of information to the Executive Director and the Board of Commissioners regarding the financial condition of the Agency. Forecasts revenue for the Agency, develops fiscal impact statements, and provides advice on economic development activities.

Develops and maintains an efficient internal auditing system to assure integrity in the use of funds, equipment, materials, and personnel to safeguard the Agency's funds and property.

Prepares timely and accurate required reports for HUD, including but not limited to, Voucher Management System (VMS) reports, Financial Data System reports, Capital Project Reports, and other grant required reports.

Processes bi-weekly payroll and update staff salary and benefits changes in Paychex.

Researches and assists with grant application preparation. Oversees monthly operating subsidy drawdowns, monthly checks run, funds transfers, etc., and maintains general ledgers required for each program in compliance with federal, state, and local requirements. Serves as Line of Credit Control System (LOCCS) officer.

Reviews and analyzes financial statements and requests, revises and/or approves reports prepared by staff, creates and develops departmental policies, plans, priorities, goals, and objectives, and controls Agency funds to ensure compliance with applicable federal, state, and local laws and regulations and Agency rules and procedures.

Ensures accounting and financial systems are maintained in accordance with Generally Accepted Accounting Principles (GAAP) and establishes and maintains appropriate internal controls to ensure compliance with applicable federal, state, and local laws and regulations and Agency rules and procedures.

Represents the Finance Department to other Agency departments, elected officials, community-based organizations; and coordinates Department activities with those of other departments and external agencies and organizations as appropriate. Communicates and coordinates accounting policies, practices, and procedures with department and Agency managers, vendors, reporting agencies, clients, and the public.

Supervises departmental staff, providing ongoing assistance to support a positive and productive working environment. Makes recommendations for and oversees the selection, employment, training, direction, supervision, utilization, discipline, and termination of department employees. Makes recommendations regarding salaries, employee benefits, and periodic revisions. Counsels and prepares periodic evaluations on the accomplishment of assigned goals and objectives.

Oversees annual audits and other third-party monitoring reviews and audits in a timely and well-organized manner.

Prepares year-end financial statements and year-end IRS required documents.

May work with financial advisors on structuring leverage financing for new housing developments.

May be responsible for prudent investment of Agency funds and maintaining accurate records of all transactions and ongoing effects of investments.

Handles documents on a variety of general financial topics of a highly sensitive nature and maintains confidentiality regarding all documents and information received by or in the possession of the employee.

Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

Performs other related duties as assigned by the Deputy Director.

Qualifications and Knowledge

Employee must have a Bachelor's degree from an accredited four-year college or university with major course work in Accounting, Finance, Business Administration, with three (3) years progressively responsible experience in HUD accounting, financial management or closely related responsibilities that include at least one (1) year of supervisory experience. CPA, Certified Internal Auditor, or Certified Management Accountant preferred.

Thorough knowledge of the modern principles, practices and techniques pertaining to accounting, budgeting, financing, financial reporting procedures and requirements, personnel management, and financial management of housing programs.

Comprehensive knowledge of modern principles, GAAP, budgeting, financing, loans, mortgages and financial reporting and cost allocations.

Thorough knowledge of the relationship between the Agency and federal, state and local jurisdictions and their abilities to provide funds or other support to the Agency; accounting control requirements and auditing principles and procedures.

Thorough knowledge of applicable federal (HUD), state, and local laws and regulations pertaining to public housing authorities and the Agency's operating policies and procedures.

Thorough knowledge of the modern principles, practices, and techniques of personnel management, training, and performance evaluation. Ability to plan, direct, and supervise the work of others, to delegate responsibility and authority, and to hold subordinates accountable for tasks assigned.

Ability to present information in a clear, organized, and convincing manner.

Ability to accurately and completely document in writing appropriate events and activities.

Ability to read and comprehend complex material.

Ability to establish and maintain effective working relationships with subordinates, co-workers, and persons outside the Agency.

Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.

Ability to operate appropriate Agency computer equipment and software packages.

Ability to be covered under the Agency's fidelity bond.

Supervision Given and Received

The Finance Manager receives occasional broad instructions from the Deputy Director. The employee initiates and follows through on activities without supervisory direction. Deadlines, priorities, and objectives are developed independently or in consultation with the Deputy Director. The employee's finished work is reviewed closely by the Deputy Director, Executive Director, Board of Commissioners, external auditors, and HUD for adherence to policies and procedures and attainment of objectives.

The employee provides guidance to subordinates, setting priorities and deadlines. Such guidance is usually broad and nonspecific unless an unusual situation or problem arises. The employee monitors the work of subordinates for accuracy, completeness, conformity to policy, and achievement of goals or objectives. The employee evaluates the job performance of subordinates periodically. Recommends hiring, evaluation, discipline, and termination of staff.

Guidelines

Guidelines followed by the Director of Finance include published laws, regulations, handbooks, financial and accounting standards established through nationally recognized accounting standards boards. Independent research is necessary depending on the activity and/or task requirements. Upon personal initiative, the Director of Finance may obtain informal guidance and assistance from other Agencies and/or professional organizations.

Complexity

The Finance Director performs a wide variety of tasks, which are not always clearly related. The employee must identify the work that needs to be done, determine how to accomplish it, and coordinate, integrate, and prioritize a variety of responsibilities. The employee must make regular decisions involving usual and unusual circumstances, conflicting data, conflicting and competing demands, or other non-routine occurrences.

Decisions and issues facing the employee involve multiple organizational units. Difficulty may occasionally be encountered in interpreting HUD and Accounting policies and procedures and explaining concepts and terms in layman's language to personnel throughout the Agency. Originality, imagination, and thorough knowledge of financial management principles are required to successfully achieve Agency objectives.

Scope and Effect

The employee's work affects other Agency departments, all of the Agency's housing programs, its residents, and the financial solvency of the Agency. The employee provides useful financial

information that enables management to make informed and educated decision about financial resources available to pursue housing goals and funding priorities. The employee's work can determine, to a great extent, the quantity and quality of housing and services the Agency is able to provide for low-income families. Successful accomplishment of tasks by the employee can enhance the Agency's ability to provide housing that is decent, safe, and sanitary, and to render adequate services for its residents.

Personal Contacts

The Finance Manager has contact with a broad range of individuals including: coworkers, staff, business firms, auditors, bankers, vendors, investors, consultants, and the Board of Commissioners.

Personal contacts serve multiple purposes including exchanging information, resolving problems, and making decisions.

Physical Demands

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

Must be able to sit or stand for up to eight hours at a time while performing work duties.

Must be able to bend, stoop, push, and pull in the performance of office-related duties.

Must be able to use fingers bilaterally and unilaterally to operate office equipment.

Must have vision and hearing corrected to be able to perform essential job functions.

Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.

Must maintain punctuality and attendance as scheduled.

Work Environment

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