



<b>Title of Job: Finance Manager</b>	<b>Posting Date: June 16, 2025</b>
<b>Position: Exempt</b>	<b>Reports To: Executive Director</b>
<b>Salary: up to \$65,000.00</b>	<b>Position Term: Permanent</b>

### **Compensation**

Fulltime position -40 hours/week. Starting salary up to \$65,000/year; depending on experience. Health, vision and dental insurance; deferred compensation contributions; long term disability; life insurance; paid vacation, paid sick leave; paid holidays.

### **About this position**

Under the general direction of the Executive Director the Finance Manager manages the Housing Authority of the City of Conway's (CHA) finances and financial management systems and performs other clerical duties as assigned. They possess integrity, imagination, and mature judgement as well as strong administrative, leadership, communication and writing skills.

### **Job Functions**

- Manage accounting system, including general ledger and journal in compliance with HUD, GAAP, FASB and appropriate governmental accounting requirements
- Provides supervision to Finance Division in coordination with Executive Director
- Prepare annual operating budgets in consultation with Management Team
- Prepare annual cash flow analysis, with continuous monitoring and recommendations to Executive Director
- Develops and ensures compliance with CHA Accounting Policies
- Provide oversight of accounts payable, accounts receivable, monthly bank reconciliation, and payroll
- Prepare monthly financial statements
- Present financials at monthly board meetings
- Monitor grant/contract budgets, cash and compliance
- Assist with preparation and review budgets for investment proposals and grant applications



- Meet with Management Team monthly to review budget to actual and program status reports
- Ensure compliance with all required federal, state and local laws and reporting
- Oversee the creation and maintenance of internal controls and policies related to finance
- Maintain historical fiscal documentation and electronic records
- Manage all required insurance policies and reporting under the direction of the Executive Director
- Provide office support by answering phones, opening mail, assisting clients that come to the office, and *other duties as assigned*.

### **Core Competencies**

The ideal candidate will have:

- Practical accounting experience and knowledge of Generally Accepted Accounting Principles (GAAP)
- Knowledge of Department of Housing and Urban Development (HUD), Federal, State and local government accounting regulations and procedures
- Critical thinking skills to make sound decisions independently
- Practiced capability to handle confidential information with the utmost attention to detail, privacy and security
- Excellent written and verbal communication
- Advanced education in business, accounting or other related fields

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*CHA is committed to supporting a diverse workforce and does not discriminate in employment based on race, ethnicity, gender, religion, national origin, age, disability, marital status, sexual preference or any other status protected by law.*