



## Finance Director -- Clarksville Housing Authority

The purpose of this position is to manage the financial decisions and transactions of the Clarksville Housing Authority (CHA), providing professional leadership for the planning, analysis, justification, control, and reporting of all fiscal resources, and for strategic management and planning, and performance measurement.

This position is responsible for long-range financial objectives, policies, programs, and practices, which will achieve continuous sound financial structure. The Finance Director is an executive-level management position, responsible for directing the financial decisions and transactions made within the Agency. This position oversees the accounting function within the Finance Department, as well as the strategic planning, analysis, internal controls, and internal/external reporting for all Agency finances. In addition, the Finance Director monitors and evaluates the performance of the Finance Department staff and establishes and enforces the long-term financial objectives of CHA. This position maintains the financial/accounting policies and facilitates adherence to the HUD regulations and requirements related to financial management throughout CHA. Ultimately, this position has the responsibility to ensure that CHA books are fairly stated.

### **POSITION RESPONSIBILITIES:**

The Finance Director has supervisory responsibility for all personnel assigned to the finance division.

### **Essential Job Functions**

#### **A. Internal Controls**

1. Identify and remediate material control weaknesses and process gaps.
2. Monitor and implement necessary internal controls related to the various functions.
3. Establish, maintain, and enforce policies and procedures related to the various functions.

#### **B. Recurring Operational Activities**

1. Supervise all accounting and financial reporting activities within the Finance Department.
2. Work within the housing software to produce monthly financial statements, management reports and analyses, and General Ledger account reconciliations.
3. Work with the team to produce required HUD reporting and reconciliations.
4. Coordinate and supervise the annual independent audit and HUD financial/ compliance reviews.
5. Supervise tax reporting requirements related to payroll (quarterly and annual).
6. Approve journal entries, cash disbursements, eLOCCS vouchers, and invoices, as necessary.
7. Direct and control the preparation and certification of required financial statements including low rent program, resident management corporations, home ownership, Section 8 programs, and other grant programs.

8. Supervise the analysis of accounting transactions related to CHA programs, and prepare monthly, quarterly, and semi-annual reports.
9. Ensure operating procedures for all reporting activities are completely documented, updated, and revised as necessary. Monitors and evaluates routine and special operations activities for efficiency, effectiveness and compliance with policies and procedures.
10. Provide all status reports of responsibility as mandated and keep the Chief Executive Officer briefed.

### **C. Other Specific Duties**

1. Oversee the annual budget and planning process.
2. Manage the annual internal control and financial statement audits.
3. Maintain CHA's annual operating budget.
4. Evaluate the Finance Department staff's performance related to the various financial functions.
5. Work with the Executive Director to implement CHA's strategic or transition plans.
6. Oversee treasury activities, including cash requirement reporting.
7. Oversee required agency-wide HUD reporting for all programs.
8. Manage CHA investments, reserve funds, cash needs, and maintain operation within budgetary guidelines and limits.
9. Assist the Executive Director in overseeing and analyzing accounting program plans to identify financial status and direct the preparation of all reports that evaluate the financial position and effectiveness of the Agency.
10. Assist the Executive Director in planning, developing, and administering operating policies and procedures to implement the department's assigned functions.
11. Assist the Executive Director in formulating accounting policies applicable to complete accountability of assets, liabilities, capital, expense, and income.
12. Assist the Executive Director in applying financial data and information to management problems suggesting approaches for assembling financial data for effective management.
13. Assist the Executive Director in conducting studies of all Agency activities for developing and maintaining standard and effective criteria for use in the financial reporting reimbursement estimates.
14. Responsible for annual certification mandated by HUD by doing PHAS for the assessment of the financial health of CHA by fairly measuring the Agency based on standards that are objective and uniform throughout all housing authorities.
15. Provide guidance and interpretation for personnel and management for all programs in the financial reporting area. Determines operation problems and procedures and recommends solutions and approaches to the affected area.

16. Develop performance standards to be utilized for the evaluation of the performance of subordinate employees and for the assessment of the division's performance. Conduct periodic evaluations of subordinates' job performance. Conduct regular and special staff meetings.
17. Meet with and assist management officials in applying financial data and information to management problems. Participate in the management of operating programs by suggesting approaches to be taken and avenues to be explored in assembling financial data to effective management use.
18. In connection with fiscal audit findings mandated by HUD, coordinate responses and appropriate actions, which relate to accounting matters. Coordinate statistical, operating, and financial reports for both internal and external use. Supervise the preparation of accounting reports and recommendations resulting from audits and in cooperation with Commission operating managers. Assure the implementation of adopted recommendations relative to accounting processes.
19. Monitor and evaluate routine operations and special activities for efficiency, effectiveness and compliance with policies and procedures. Analyze existing work methods and management techniques employed to determine if they provide maximum efficiency and effectiveness and revise as necessary.
20. Perform other duties as assigned by the Executive Director.

#### **Required Knowledge, Skills, and Abilities**

Comprehensive knowledge and understanding of US Generally Accepted Accounting Principles (GMP) and Federal/state financial regulations

General knowledge of HUD programs, requirements, and policies/procedures

Experience in financial planning, as well as in analyzing and reviewing a variety of financial reports

Knowledge of computerized information systems used in financial, accounting, and payroll applications.

Knowledge of the principles and practices of management and supervision and ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.

Knowledge of advanced cost and financial analysis principles and techniques.

Ability to direct and manage a team effectively in a fast-paced environment

Strong interpersonal, oral, and written communication skills

Strong technical skills/computer knowledge

Proficient in Microsoft Office applications, including Word, Excel, and Access

Ability to plan, organize, implement, evaluate, and modify financial programs, informational support systems, and processes.

Ability to develop and implement strategic business and operating plans.

Ability to develop and maintain recordkeeping systems and procedures. Ability to read and understand professional level written and graphic materials.

Ability to establish and maintain effective working relationships with supervisor, subordinates, co-workers, residents, auditors, consultants, and bank personnel.

Ability to prepare accounting and financial reports.

Ability to analyze problems and trends and develop solutions to the problems.

### **Other Requirements**

The incumbent must be capable of obtaining federal, state and local police criminal investigation clearances and pass a drug screening test administered by the Agency or other source as designated by the Agency.

### **QUALIFICATIONS:**

#### **Minimum Qualifications**

Minimum 5-6 years' experience in general accounting, 3-5 years of which should be in a financial management/supervisory position.

Bachelor's degree in accounting/Finance or related field required.

Certified Public Accountant (CPA) certification preferred.

Comprehensive knowledge and understanding of US Generally Accepted Accounting Principles (GAAP) and Federal/state financial regulations.

Comprehensive knowledge of HUD programs, financial requirements, and policies/procedures and PHA finance

Experience in financial planning, as well as in analyzing and reviewing a variety of financial reports.

Ability to direct and manage a team effectively in a fast-paced environment.

Strong interpersonal, oral, and written communication skills

Strong technical skills/computer knowledge with ability to learn and integrate housing software needed for financial management.

Proficient in Microsoft Office applications, including Word, Excel, and Access

Incumbent will be required to work onsite at the Clarksville Housing Authority Central Office and must reside in Clarksville, Montgomery County.