



Inter-Departmental Memorandum

Date: August 21, 2018
To: All Qualified Candidates
From: Office of Human Resources
Subject: Job Opening

POSITION: Chief Financial Officer (CFO)
SALARY RANGE: Commensurate with experience
DEPARTMENT: FINANCE & ACCOUNTING
HOURS OF WORK: 9:00AM – 5:00PM
FLSA: EXEMPT

Please see attached job description which includes a list of responsibilities and required qualifications.

Any qualified Candidates interested in applying for this position should send a Cover Letter, Resume, Completed Application and salary requirements to the Office of Human Resources, via e-mail to HR@jcha.us. **The position will remain open until filled.** Please contact the Office of Human Resources at 201-706-4680 for any questions you may have regarding this employment opportunity.

Affirmative Action/Equal Employment Opportunity Statement

It is the Jersey City Housing Authority policy to provide equal employment opportunity to all of its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, martial or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information, please see the Non-Discrimination Statement at the following address: <http://www.nj.gov/lps/dcr/employ.html>

BT: em
 JCHA: V. Brady-Phillips
 File: Chief Financial Officer 08212018

CHIEF FINANCIAL OFFICER

DEFINITION:

The Chief Financial Officer secures, administers, manages and controls the agency's account payable and receivable transactions, cash or other assets, including investments, associated with operating contracts, insurance administration and all internal and external financial operations. The Chief Financial Officer supervises, directs, monitors and assesses the operations and support staff assigned to the divisions of accounting, accounts receivable and payable, and payroll.

GENERAL RESPONSIBILITIES AND ROLES:

The role of the Chief Financial Officer (CFO) is a complex and multi-faceted administrative role, which is vital to the overall successful operation of the Jersey City Housing Authority (JCHA). The position requires a well-organized, energetic, highly adaptable professional who possesses the capacity, intelligence and leadership ability to execute the planning, organization, supervision, coordination, monitoring and evaluation functions attendant to the scope of services provided by the Office of the CFO.

Under the direct supervision of the Executive Director, it is the responsibility of the CFO to manage and control the JCHA's financial resources including a variety of federal, state, and local funds with an annual budget of approximately \$80 million, including an estimated annual payroll of \$9 million.

The Chief Financial Officer is a key member of the JCHA executive team who should be able to effectively advise and collaborate with the Executive Director and Department Directors. Innovative leadership is critical for this central role within the organization.

JCHA's CFO also serves as the agency's primary financial spokesperson and the CFO must establish appropriate relationships, and coordinate effectively with, as well as advocate on behalf of the agency to, local, state and federal elected and administrative officials, resident organizations and related private sector organizations.

ESSENTIAL RESPONSIBILITIES:

1. **Develops and executes a comprehensive program of financial policy, control and integrity, which constitutes a major and integral component of the JCHA's management practices.**
 - Prepares and presents to the Board for approval and subsequently administers and controls the conditions outlined in the Annual Contribution Contracts (ACC) annual budgets and other supplemental budgets.
 - Plans and develops all required Public Housing Operating, Housing Choice Voucher (Section 8), capital improvements and special program budgets for review, approval and submission to the appropriate funding source in consultation with the Executive Director and Department Directors.

- Develops, implements, and monitors standard accounting and financial controls and systems.
- Monitors revenue and expenses on a monthly basis to ensure compliance with program regulations and communicates results of this review process in a timely manner with the Executive Director and Department Directors.
- Prepares all required year-end financial statements for JCHA programs for review, approval and submission to the appropriate funding source.
- Oversees the cash management of all program funds insuring sufficient fund availability to cover approved expenses and the proper investment of excess or surplus funds in HUD approved investments.
- Plans and forecasts the JCHA's future financial needs, growth and development.
- Participates with the Executive Director and Department Directors in the drafting and updating of the JCHA's Strategic Goals and five-year plan with particular emphasis on the financial impact of each goal.
- Represents the JCHA and liaises with third-party public housing interest groups (e.g., CLPHA, NAHRO, and PHADA); participates in and leads internal learning seminars regarding policies and procedures affecting current or future legislation affecting the financial viability of public housing authorities.
- Oversees the preparation and submission of the year-end financial statements to HUD Real Estate Assessment Center (REAC).
- Contracts for the JCHA's Independent Public Auditor's (IPA) annual fiscal and compliance audit of all operational programs; coordinates the IPA's activities with JCHA departments and component units; responds to and/or addresses audit findings.
- Participates in the development and submission of JCHA's Annual Plan by providing the required financial status, data and related information and by both presenting to and participating in public meetings.
- Prepares requests for proposals for all accounting/finance related contracts; reviews qualified proposals to ensure compliance with RFP requirements; recommends award of contracts; monitors performance of contractors to ensure tasks are completed in a timely fashion and within budgetary constraints.
- Reviews, monitors and updates the JCHA accounting system networks and attendant module interfaces.
- Directs and supervises all accounting operations and provides technical expertise to Executive Director, support staff, department directors and assistant department directors, asset managers and community organizations.

- Provides financial statistics and related data to the Management Representative and member of the JCHA's negotiating team, during collective bargaining with respective JCHA unions.
 - Advises Executive Director and Department Directors on necessary operational adjustments due to actual or anticipated changes in the JCHA's financial status.
 - Prepares reports which outline the agency's financial position with regard to income, disbursement and expenses based upon past, present and future activities for both internal and external publication.
 - Prepares detailed project-based accounting reports containing financial status, findings, conclusions and recommendations.
 - Conducts periodic investigations within various JCHA departments and/or housing development locations to determine effectiveness of financial control methods.
- 2. Directs, supervises and monitors the operations of the Accounts Receivable and Payable Division, to include the review and certification of all JCHA rental billings, vendor, contract and Section 8 landlord payments, input and output, preparation and filing of appropriate accounting reports, and the maintenance of attendant systems to meet the monthly processing schedule.**
- Develops, maintains and monitors a variety of processes (e.g., rent collection deposits, vendor payments, cash reporting) to guide and direct support staff in the daily processing of financial data.
 - Oversees the monthly accounting and rent collection deposits for approximately 2,600 resident accounts, to include recommendations for write-offs of tenants' accounts receivable.
 - Directs, reviews and certifies the monthly accounts payable listing for submission to the Board of Commissions for review and final approval.
 - Ensures that vendor and contractor payments are completed in an efficient and timely fashion.
 - Directs the processing of monthly Section 8 Program landlord Housing Assistance Payments.
 - Develops and maintains a positive and professional working relationship with local banks that provide a variety of services to the JCHA and our residents.
- 3. Directs, supervises and monitors the operations of the Payroll Division to include the review of JCHA and JCHA-affiliated nonprofits, payroll output, preparation and filing of appropriate employee pension reports and payments, and the maintenance of effective payroll and reporting systems to meet the bi-weekly processing schedule.**

- Directs the more responsible technical work involved in the installation, operation, reporting mechanisms and upgrading of the JCHA's payroll processing system.
- Reviews the processing of JCHA and non-profit entity payrolls to include the recording and reconciling of total hours paid, transmission of data to payroll service bureau and verification of output prior to distribution.
- Reviews and certifies the preparation and submission of employee deductions (e.g., garnishees, savings bonds, credit union, IRS levy, child support, union dues and mandated federal and state taxes).
- Coordinates and certifies preparation and distribution of annual W-2 forms for all staff employed during the calendar year.
- Reviews, monitors and coordinates with JCHA's Payroll Manager approved worker's compensation payments.
- Reviews and certifies the submission of quarterly reports and payments to the New Jersey Division of Pensions.
- Ensures that specific data (e.g. employee payroll/pension information, garnishees, etc.), verbal exchanges, legal actions, privacy issues or official 3rd party inquiries are maintained, discussed and retained in a strictly professional and confidential manner.
- Reviews tenant Participation funding and expenditures to ensure compliance with federal regulations.

POSITION REQUIREMENTS AND QUALIFICATIONS:**A. EDUCATION/EXPERIENCE/LICENSES:**

1. Education equivalent to a Bachelor's degree from an accredited college or university, with a major field of study in Finance, Accounting, Business or Public Administration, or closely related discipline. Master's degree in business administration or finance preferred but not required. A CPA license is preferred but not required.
2. A minimum of eight years of public sector work experience in a medium to large not-for-profit business or organization, with direct supervisory accounting or comptroller experience. Prior experience with large public housing authority strongly preferred.
3. Possession of a valid New Jersey State Driver's license and access to an automobile for work use.

B. UNIQUE EXPERIENCE:

- Proven experience with and thorough knowledge of the principles, methods and procedures used in a public sector accounting and financial system.

- Knowledge of federal statutes and regulations covering financial components and reporting requirements for all Public Housing, Section 8, HOPE VI, CDBG and HOME programs and attendant not-for-profit programs and services.
 - Capacity to effectively lead, direct, supervise, monitor and discipline support staff in a professional, consistent and equitable manner; to effectively communicate and enforce performance and conduct standards expected, and, to routinely evaluate each employee's contribution to meeting the JCHA's standards and goals through individual or staff meetings.
 - Ability to direct complex operations and functional programs, to juggle priorities, demonstrate flexibility, assertiveness and a public sector orientation.
 - Ability to meet deadlines, negotiate deals and disputes, and conceptualizes large programs while assuring accuracy of details.
 - Ability to review, translate, communicate, implement and comply with complex regulations and notices from governmental and regulatory agencies.
 - Ability to execute respective responsibilities in a manner reflecting the highest standards of professional and organizational integrity and public service.
- C. Good health and freedom from disabling physical and mental deficiencies, which would impair the proper performance of the required duties, or which might endanger the health and safety of oneself or others.
