

FINANCE MANAGER

STATUS: Exempt

FUNCTION: This is a senior-level position. The Finance Manager is responsible for supervision of WHA's accounting systems, purchasing function, management information systems (MIS), as well as administration of the operating budget. The Finance Manager is also responsible for designing and monitoring financial and administrative controls and ensuring that the Authority's assets are adequately safeguarded. This position is responsible for maintenance of complex accounting records and preparation of required financial reports for HUD and other regulatory agencies.

SUPERVISION: The Finance Manager reports directly to the Executive Director and serves as the primary point of contact for Auditing/Accounting services. The Finance Manager supervises a staff of financial personnel.

ESSENTIAL JOB DUTIES:

- Maintain appropriate accounting records in compliance with federal, state, and local requirements. Records include, but are not limited to, the general ledger, fixed asset records, tenant accounts receivable, and vendor accounts payable and payroll.
- Work in coordination with fee accountants to prepare and submit timely financial reports and operating budgets to HUD, additional regulatory agencies, and the Board of Commissioners.
- Responsible for the expenditure of operating budget and Capital Funds Grants and HUD reporting.
- Responsible for Workers' Compensation, GLI/Auto/Property/Lead/ Flood/ Director's E & O and Section 8 lead inspectors insurance.
- Manage workflow to ensure all weekly payroll transactions are processed accurately and timely and reconcile payroll prior to transmission and validate confirmed reports.
- Design, implement and maintain accounting systems and prepare financial reports in compliance with established program cost allocations.
- Evaluate the effectiveness of internal controls and recommend methods to strengthen the control environment. Together with key staff and consultants, develop performance indicators that will measure and monitor the effectiveness and efficiency of WHA programs utilizing asset management tools.
- Recommend and implement enhancements to administrative and financial systems. This may include such initiatives as cost-saving purchasing strategies, expansion of the asset management system, and effective

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records' management with internal auditing systems for reconciliation of accounts.

- Review all contract change orders, prior to Executive Director's signature, for compliance with procurement policies and budgetary control purposes.
- Monitor and report on cash and investment activities and the availability of operating funds.
- Monitor compliance with and recommend improvements to WHA financial policies and procedures.
- Ensures income and expenses are allocated to the proper program/AMPs and payables/receivables are properly recorded.

SECONDARY DUTIES:

- Provide training and technical assistance to WHA staff for budget, payroll and accounting issues; provide assistance in the preparation of grant applications.
- Determine proper General Ledger account(s) have been assigned for invoice entry and proper documentation is included prior to payment.
- Oversees accounts receivable and accounts payable functions, balancing adjustments & deposits, and reconciling daily statements of accounts.
- Assist the Executive Director in developing innovative investment and financing strategies that meet HUD or other funding agency program requirements and respond to emerging opportunities.
- Perform other reasonably related duties as assigned by the Executive Director as required.

PHYSICAL REQUIREMENTS:

The duties of this position are primarily office-based and require manual dexterity sufficient to competently use office equipment such as a keyboard or calculator. From time to time, the holder of this position will be required to conduct site visits and walk-through of warehouse and other storage locations, which would include the ability to traverse over a ¼ mile at a time and to use stairs.

PERFORMANCE CRITERIA:

This position will be evaluated on the ability of the incumbent to work independently, identify and report—and in many cases address—management information, financial, accounting, and other administrative support systems' challenges. Working with and through others will be essential to successful performance of this position's responsibilities.

QUALIFICATIONS AND SKILLS:

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- Substantial knowledge of both commercial and government accounting.
- Substantial knowledge of management information systems administration.
- Knowledge of HUD's Rules and Regulations.
- Knowledge of Low-Rent Housing Accounting.
- Knowledge of federal and state grant management requirements preferred.
- Good communication and people skills.
- Good leadership and collaborative problem-solving skills.
- Knowledge of Capital fund guidelines.

EXPERIENCE AND EDUCATION:

At a minimum, a Bachelor's Degree with a concentration in accounting or business administration, Master's Degree in accounting or business administration preferred, with at least 3 to 5 years of experience in all phases of accounting and fiscal reporting for federally assisted programs and agencies; or ten years of experience as a supervising accountant with financial MIS data management responsibilities.

Salary DOQ