



Position Description

JOB TITLE: DIRECTOR OF FINANCE
(Salary range: \$73,000-\$120,000 annual)
EXECUTIVE DIRECTOR

REPORTS TO: FINANCE

DEPARTMENT: EXEMPT

FLSA STATUS:

POSITION SUMMARY:

Serves as the Director of Finance for the Housing Authority of Fulton County, Georgia and its affiliates. Advises the Executive Director of the Housing Authority on financial aspects of planning, developing, and executing the Housing Authority of Fulton County policies and program. Coordinates and administers the Authority policies as defined by its Board of Commissioners. Develops financial policies and procedures. Manages the financial activities of the Authority. Supervises and coordinates the daily activities of fiscal operations of the agency including, overseeing the functions related to accounting, financial reporting, auditing, budget administration, revenue collection, inventory administration and investment of funds in accordance with Generally Accepted Accounting Principles (GAAP) and applicable HUD rules and regulations. Implements and monitors operating and grant budget, assist in the facilitation of monitoring the quality of service provided by the Authority and ensuring maximum satisfactory performance in all areas of the agency. Monitors modernization and other grants of the Authority, including assisting the Executive Director in ensuring all reports are submitted to the applicable government agencies in a timely manner. Oversees and monitors the management of the Housing Choice Voucher (HCV) Portability Program to ensure timely billing and collections. Brief Executive Director and Board of Commissioners as needed on financial matters.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Oversees all financial management activities related to all of the programs and operations of the Authority and its affiliates including development of the operating and capital budgets according to the budget calendar; accounts receivable, accounts payable, payroll, contracting/purchasing, monitors monthly and other financial statements; takes effective corrective action as required.
2. Develops and maintains an integrated accounting and financial system for the HAFC; complies with applicable accounting principles, standards, and requirements and with internal control standards.
3. Assist with providing relative data and information in the development of specific financial policies, programs, procedures, and methods in concert with general policies; Assist with the coordination of the

development of the Authority's long range and annual business plans. Assist with the facilitation of the implementation of the Agency Five-Year and Strategic Plans.

4. Assist the Executive Director in the administration of the HAFC management improvement program for quality / assurance. Performs management studies and reviews and research methods supporting more economical and effective approaches to performing the Authority's business. Monitors management improvement initiatives and assists in the implementation of management strategies in areas such as strategic planning, productivity, and performance.
5. Access all records, reports, audits, reviews documents, papers, recommendations, and other material that relate to the financial operations for which the Director of Finance is responsible. Request such information and assistance from any Federal, State, or local governmental entity as may be necessary for carrying out the duties and responsibilities granted to this position.
6. Prepares and submits management financial annual and audit reports as required within timeline established by Executive Director and governmental agencies. Produces monthly, quarterly, and year-end financial reports.
7. Ensures Finance staff receives training and development opportunities as needed and based on funding availability.
8. Develops monthly cash flow projections for all Authority programs, utilizing rental income, HUD operating subsidies, other income, and investments to ensure the Housing Authority programs maintain an adequate cash flow for daily operations.
9. Responsible for providing financial analysis to the Executive Director prior to approval of an acquisition, disposition or renovation and giving recommendation based on the result of such analysis.
10. Oversees and monitors the management of the Housing Choice Voucher (HCV) Portability Program to ensure timely billing and collections. Monitors program procedures and policies in conjunction with the HAFC goal/objectives and evaluates results.
11. Oversees overall financial management of the Portability billing process to reduce and eliminate any financial loss.

QUALIFICATIONS:

Bachelor's degree in Accounting, Finance, Business Administration, or closely related field from an accredited college or university and/or at least five years' experience in related field. CPA preferred. Strong finance/accounting, analytical, organizational, management, and communications skills, and prior experience in interpreting governmental regulations and regulatory enforcement or compliance. Required Knowledge of the general operation and procedures of a Public Housing Agency.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive. Computer, fax, copier, telephone, and other standard business office equipment.

SPECIAL REQUIREMENTS:

1. Possession of valid State of Georgia driver's license.
2. Ability to be covered under the Housing Authority's fidelity bond.
3. Ability to be insured by Agency's vehicle insurance carrier.

ACKNOWLEDGEMENT:

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

CORE. COMPETENCIES AND QUALIFICATIONS

To perform this jobs s u c c e s s fully, an individual should demonstrate the following competencies.

Commitment: Sets high standards of performance; pursues aggressive and realistic goals and works hard/smart to achieve them strives for results and success conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition. This skill is characterized the following types of behaviors:

- Takes initiative to make things happen
- Maintains positive can-do attitude successfully meets or exceeds goals
- Demonstrates dedication to and understanding of the mission of the organization
- Takes ownership of issues and problems, even when originating in other areas
- Consistently demonstrates effort to meet and exceed internal/external client expectations
- Overcomes obstacles to complete projects/tasks successfully
- Continuously improves own performance standards and results
- Makes specific changes in work processes to improve performance
- Learns and appease information quickly

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers identifies, understands, monitors, and measures the needs of both internal and external customs; talks and acts with customers in mind Recognizes work colleagues as customers. This skill is characterized by the following types of behaviors:

- Treats customers with courtesy and concern; responds promptly professionally and politely
- Anticipates what customer wants, and works to provide it
- Initiates action/response to customer complain inquiry
- Responds in a timely effective manner even if just following-up
- Considers every customer interaction as important
- Always delivers on customer commitment measures performance
- Translates customer information to others in the organization with a need to know
- Ensures that services delivered address the customer's needs

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively. This skill is characterized by the following types of behaviors

- Willingly shares information
- Recognizes important information and ensures that others that need to know are in formed
- Clearly and concisely expresses ideas and concepts orally and in writing
- Listens openly and non judgmentally
- Expresses disagreement tactfully and sensitively
- Summarizes input, then checks for understanding
- Listens without interrupting
- Uses correct grammar spelling and punctuation

- Ensures information is accurate

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work. This skill is characterized by the following types of behaviors:

- Will not ignore a problem, even if it is not one's direct responsibility
- Anticipates and acts to avoid a future problem
- Reacts quickly and positively to customer and co-worker inquiries
- Puts the highest priority on accomplishing objectives
- Takes responsibility for one's own actions
- Ensures fair share of work is completed
- Appropriately shares credit for work and ideas with co-workers and subordinates

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

Mathematical Skills- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills - To perform this job successfully, an individual should have knowledge of spreadsheet software Excel, word processing software MS Word and knowledge of Tenmast software for designated area of responsibility.

ACKNOWLEDGEMENT:

This acknowledgement serves as my understanding of core competencies and requirements for this position. My signature below signifies that I have reviewed and understand the contents of expected competencies and behaviors for this position to which I will be held accountable for.

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