



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ www.ColumbiaHA.com

Position Description

Director of Finance

CLASS H POSITION

REPORTS TO: Chief Executive Officer

Salary Range: \$90,000.00 - \$115,000.00

Plus excellent fringe benefits package.

SUMMARY OF POSITION: This is an advanced managerial and administrative position that is performed under the direction of the Chief Executive Officer (CEO).

Responsible for oversight of financial responsibilities, including planning, directing and coordinating all facets of CHA operations involving Finance.

High-end analytical work involves the use of accounting skills developed through education and experience. This position requires the performance of confidential duties assisting the CEO in areas of budget preparation and analysis, procurement, management information systems, and other administrative functions.

Work involves performing duties that require an advanced knowledge of and experience with accounting principles and practices, clerical office skills, and computer operation and administration. The employee, in the performance of duties, is required to apply judgment and initiative based on knowledge gained through experience and training. Such decisions are made, however, in accordance with established precedents or departmental policies. Departures from established procedure are referred to the immediate supervisor for decision and all work is reviewed by the CEO for overall performance.

Responsible for administering the fiscal operation of Columbia Housing Authority (CHA) including accounting; financial reporting; budgeting; and internal controls. Duties require expert knowledge of accounting practices, the policies and procedures of CHA, and the accounting and reporting requirements of the Department of Housing and Urban Development (HUD). Exercises independent judgment in the execution of financial transactions. Supervises Accountants and Finance Assistants staff.

Position provides support to Public Housing, Section 8, CHALIS and related programs. Acts as financial consultant in the areas of development's finances, accounting, budgets, revenues and investments. Prepares revenue projections, conducts financial analysis, and implements program design of financial systems. Researches and analyzes data to

produce reports as needed for management and for Federal, State, and Local agencies. Collects and analyzes data to prepare and administer departmental budgets.

Major work activities include

- Administering the fiscal operation of the Authority including accounting, financial reporting, budgeting, budgetary controls, procurement, insurance and inventory control
- Oversight of all programs for grant compliance,
- Oversight of HUD and other grant reporting requirements.
- Performing quality control audits to monitor indicators under the Public Housing Assessment System to achieve high performance designation

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

Directly supervises all personnel assigned to the Finance department. Provides oversight to all departments in the Personnel Organization Plan.

Responsible for oversight of CHA's fixed assets to ensure CHA's land, structures and equipment is protected and managed in accordance with guidelines of funding sources and generally accepted accounting principles.

Oversees the financial administration of all grant funds received by the Authority and assists the appropriate staff in financial management of individual projects and programs.

Oversees the preparation and submission of financial and regulatory reports required by law, regulation, funding sources, and as requested by the CEO or Board of Commissioners.

Oversees the monthly reconciliation of books of accounts, the closing of books at fiscal yearend, preparation of statements for financial reports and detailed accounts analysis.

Evaluates data pertaining to costs for budget planning purposes. Oversees in the preparation of the overall annual financial plan and program operating budgets as requested by the CEO for review and subsequent approval by the Board of Commissioners and HUD.

Responsible for oversight of purchasing and inventory of CHA materials, supplies and equipment to include control records for identification of CHA's fixed assets.

Responsible for oversight of procurement actions to ensure procurement activities are carried out in accordance with CHA policy and HUD regulations.

Responsible for ensuring funds requested and advanced from HUD or other funding sources are as covered in agreements for the receipt of such funds.

Ensures all Authority records are well maintained and organized and available for the annual financial audit.

In coordination with the Director of Housing Operations, evaluates effectiveness of current rent collection policies and procedures.

Ensures delinquent vacated accounts are sent to outside agency for collection.

Examines records, reports, and documents to establish facts and detect discrepancies.

Prepares operational and risk reports for management analysis, including past, present, and expected operations.

Conducts quality control audits to review the work of various departments and individuals to achieve high performance results and assists the CEO in developing procedures for improving operations related to asset management.

Immediately advises the CEO of any irregularities in the financial or management operations of the Authority that come to his/her attention.

Coordinate, process, and maintain all reporting, budgeting, and financials of the Capital Fund Program and related programs while ensuring that funds requested and advanced from HUD or other funding sources are as covered in agreements for the receipt of such funds.

Solicit, negotiate, and establish administrative contracts, keeping within appropriate procurement activities.

Performs other related duties as assigned by the CEO.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the technical operating principles, practices and problems of governmental accounting, budget control, procurement, collection, insurance claims and payroll administration procedures.

Extensive knowledge of financial administration, budgeting, and accounting.

Skill in the analysis and interpretation of fiscal and accounting records and the formulation and administration of general controlling policies.

Ability to evaluate and improve the efficiency and effectiveness of operations.

Ability to successfully direct and evaluate subordinate personnel and to establish effective working relationships with the public and fellow employees.

Ability to complete necessary research and investigations.

Ability to prepare and present oral and written reports, presentations, and recommendations.

Must have an excellent work history and attendance record.

Thorough knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Thorough knowledge of general principles of finance for budgeting and reporting.

Ability to prepare complex financial reports and to maintain exacting accounting records in coordination with the contracted fee accounting service.

Thorough knowledge of HUD regulations and CHA administrative policies governing finance, budgeting, procurement, and contracting procedures.

Thorough knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (cont.):

Thorough knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.

Thorough knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Expert knowledge of modern office practices and procedures and of modern office machines, and computer systems.

Ability to maintain effective working relationships with employees, department heads and the general public.

QUALIFICATIONS

Required: Bachelor's degree from an accredited college or university with major course work in Accounting or a Master's degree in business administration or related field.

A minimum of five (5) years of increasingly responsible experience in program administration with direct involvement in financial oversight of one or more program areas.

An equivalent combination of education and experience to meet the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

Must be bondable, insurable and have no felony criminal convictions.

Must be willing to travel overnight for a minimum of 15 days annually for training or attendance at conferences/workshops.

Must have a current Missouri driver license.

Must be able to obtain and/or maintain a bank account for the purpose of receiving pay by direct deposit.

Employee Signature

Date