



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 **Chief Financial Officer (CFO)** **CLASS H POSITION**

REPORTS TO: Chief Executive Officer (CEO)

Salary Range: \$90,000.00 - \$125,000.00, Plus excellent fringe benefits package.

Organization Overview:

The Columbia Housing Authority (CHA) is the leading provider of affordable housing in Columbia and Boone County. Amid significant growth, we are investing over \$50 million in the next 3-5 years to expand and improve our services. We are seeking a skilled CFO to work closely with the CEO to enhance our systems, support our teams, and increase our community impact.

Position Overview:

The CFO is a key leadership role responsible for overseeing all financial functions at CHA, including accounting, financial reporting, budgeting, cash management, procurement, and internal controls. The Chief Financial Officer (CFO) will manage financial operations across CHA's various programs, including LIHTC, Public Housing, Section 8, and Low-Income Services, ensuring compliance with HUD and other regulatory requirements.

Key Responsibilities:

- Lead and manage CHA's financial operations, including accounting, budgeting, procurement, and inventory control.
- Ensure compliance with HUD regulations and oversee financial reporting for grants and other funding sources.
- Supervise and support the Finance department in the preparation of annual budgets and financial reports.
- Oversee the management of CHA's fixed assets and ensure compliance with funding guidelines.
- Conduct financial analysis, develop revenue/expense projections, and prepare reports for management and regulatory agencies.
- Manage strategic cash flow across CHA's various programs and entities.
- Perform quality control audits and recommend process improvements.
- Ensure adherence to procurement procedures and contract management in line with CHA policies and HUD regulations.
- Oversee rent collection and manage delinquent accounts.
- Present financial performance data and projections to assist the CEO and CHA Board of Commissioners in making strategic decisions.
- Lead the Finance Department and other team members through annual audit.

Required Skills & Experience: CHA seeks executive level candidates with demonstrated skills, experience and acumen in the following core competencies:

- **Accounting Expertise:** Strong background in accounting, particularly in non-profit or government sectors, with experience in grant accounting (preferably with HUD-funded programs).
- **Leadership Skills:** Proven experience supervising teams, managing diverse groups, and ensuring a collaborative environment.
- **Budgeting & Forecasting:** Demonstrated expertise in budgeting, financial forecasting, and fiscally responsible decision-making.
- **Cash Management:** Proven ability to manage complex cash flow requirements for an organization with multiple funds/entities in a regulated environment.
- **Operational Oversight:** Proven ability to ensure completion, accuracy and efficiency of accounts payable, payroll, and procurement processes.
- **Annual Audit:** Demonstrated experience leading non-profit financial team through annual audits and other onsite monitoring.
- **Compliance & Collaboration:** Demonstrated executive level experience and acumen to successfully collaborate with department directors, the CEO, and the CHA Board in meeting strategic goals, growth needs and ensuring fiscal responsibility.
- **Communication Skills:** Proven proficiency in presenting complex financial data to the CHA Board of Commissioners and other stakeholders.
- **Hands-On Leadership:** Willingness to actively manage, complete operational tasks as needed and ensure deadlines are met.
- **Growth Management:** Ability to assist the CHA leadership team in sustaining on-going operations and managing resources for strategic growth.

Additional Requirements:

- Bondable, insurable, and free from felony convictions.
- Ability to successfully pass background check and drug screening.
- Valid Missouri driver’s license and willingness to travel (minimum 15 days annually).
- Ability to receive pay via direct deposit.

Why Join CHA?

This is an exciting opportunity to lead financial operations for a growing organization committed to making a lasting impact in our community. As CFO, you’ll play a crucial role in ensuring financial stability, compliance, and growth while advancing CHA’s mission to provide affordable housing.

Employee Signature

Date

