

**HOUSING AUTHORITY CITY OF KENNEWICK
JOB DESCRIPTION**

TITLE: Finance Director

REPORTS TO: Executive Director; with significant independence

CLASSIFICATION: Exempt

POSITION SUMMARY:

The Finance Director position requires expert knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards as well as Federal and State laws and regulations. As a key member of the Executive Management Team, the Finance Director reports to the Executive Director and has a strategic role in the overall financial management. The Finance Director has primary day-to-day responsibility to plan, implement, manage, and control the responsibility for accounting, finance, forecasting, strategic planning, deal analysis and negotiations, investor relationships, partnership compliance, private and institutional financing, and auditing of all activities of the agency. Coordinates assigned activities with other agency departments and outside agencies; and provides highly responsible and complex administrative support to the Executive Director in accomplishing agency goals and objectives. Additional areas of direct responsibility and oversight include information technology and human resources.

In addition, in the role of Finance Director, will administer, manage, coordinate, and oversee the Housing Authority's fiscal/financial management. Duties will include supervision of KHA two Accounting Assistants: preparation and analysis of financial reports and budgets, monitoring of financial contracts, development of funding activities, and oversight of payroll functions. Responsible for implementation and evaluation of all fiscal systems for HUD and other agency programs according to GAAP and appropriate governmental standards, Federal, and State laws and regulations. Supervise Accounting staff. Responsible for human resources benefit services (i.e. employee benefit plans). Finance Director will complete annual review of the CPI Index and other local indexes in order to determine whether a cost-of-living increase is merited.

Essential Duties and Responsibilities:

Performance Area #1: Essential accounting duties for Public Housing Program, Housing Choice Voucher Program, Capital Fund Program, and other non-HUD programs

- Prepare and analyze automated and manual financial reports; maintain, assess, develop, implement, and evaluate all fiscal systems for HUD and local programs in accordance with federal and state laws and regulations and in accordance with GAAP and GASB principles and practices.

- Analyze financial reports, extract required information, research and consolidate information for the preparation of the Authority's budgets and other financial reporting requirements.
- Oversee all financial, project/program and grant accounting; ensure the expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate and foundation grants
- Manage CFP and Public Housing subsidy funding and submit required documents on the HUD system
- Post, maintain and reconcile all of the separate books, general ledgers, registers, inventory and accounting records for the various housing programs of the Housing Authority. Verify internal consistency, completeness, and accuracy of accounting documents. Investigate and resolve accounting problems.
- Direct and oversee accounts payable, payroll and accounts receivable include review and approval that the payment of the debt is a just, due, and accurate liability to the Authority,
Review accuracy of tenant balances, posting of rent rolls cash journals, bank deposit and reconciliation of bank statements.
- Responsible for investments: obtaining the highest safe possible interest rates for Housing Authority investments, maintaining investment register.
- Responsible for accounting/finance activities for new program development and management activities.
- Develop, implement, and maintain fiscal procedures according to GAAP and appropriate governmental standards, Housing Authority policies and procedures, HUD and State policies, laws, and regulations.
- Maintain and periodically update Agency Accounting Manual.

Performance Area #2: Essential Reporting Duties

- Provide budget reports, financial statements, and other information as required.
- Prepare and reconcile monthly HCV (Section 8) Voucher Management reports and other duties with regard to the VMS management as required by HUD.
- Ensure accurate submission of the financial reports to the REAC system
- Department of Commerce 811 warrant preparation and submission each month.
- Annual WBARS financial reporting to the Department of Commerce for the Mitchell Manor project, tax credit projects and Lilac Homes.
- Provide information and serve as lead staff liaison to tax credit project accountant to assist in preparation of the partnership tax return and other mandatory reporting requirements.
- Provide information and serve as lead staff liaison to the auditors for completion of yearly audited financial statements.
- Calculation of Operating Subsidy. Review of the HCV Two-Year Forecasting Tool for the HCV program.

Performance Area #3: Essential Human Resources Activities

- Responsible for supervision of the accounting staff: tasks include approval of vacations, timesheets, development of performance reviews and facilitating disciplinary and new hire actions.
- Responsible for human resource services activities regarding all KHA staff (i.e. employee benefit plans, assistance with personnel policies, L & I, etc.).
- Record and control custody and use of the petty cash fund.
- Coordinate staff and program needs with the Executive Director to achieve occupancy and Housing Authority goals.
- Attend monthly Board of Commissioner's meeting and All Staff meetings. Serve as a member of the Executive Staff Team.
- Maintain professional relationships with agency stakeholders, Commissioners, investors, developers, contractors and KHA staff.
- Serve as Acting Executive Director in the absence of the Executive Director, as assigned.

Other Job Functions:

- Evaluate existing accounting and other software systems and identify need for new or revised systems and/or procedures. Be part of the RFP and Procurement procedure for admin contracts.
- May provide and assist the Executive Director in developing information required in the submission of funding applications, at the request of Board members, or for other publication purposes.
- May conduct compliance reviews of outside contractors, may assist with review of certified payrolls and other related development functions.
- Serve as agency Hearing Officer.
- Serve as a member of the design, development and construction teams for new projects.
- May perform other duties as assigned.

Working Conditions:

Duties are performed in an office environment while sitting at a desk for long periods of time performing accounting functions. Position requires the ability to work accurately and promptly in the performance of multiple accounting functions with frequent interruptions.

Minimum Education and Experience Requirements:

- Position requires a Bachelor's degree in accounting or related field from an accredited college or university. In addition to the educational requirement, this position requires at least two additional years of increasingly responsible professional governmental accounting and finance experience.
- Experience of the type indicated above may be substituted for the required education on a year-for-year basis. Possession of a Master's Degree from an accredited college or university in one of the related fields may be substituted for one year of required experience. A Bachelor's degree may be substituted with five (5) years of experience performing similar duties as described in this job description within a Housing Authority.
- Must have advanced experience with Excel spreadsheet software and advanced accounting principles and Governmental GAAP accounting; direct experience within the

accounting department of a public housing authority or as an auditor of public housing authorities preferred.

- Accounting computer software experience and/or experience with, or the ability to learn, the Yardi Software System.
- Experience with human resource functions relating to employee benefit plans, including but not limited to preparation of payroll taxes, on-line transmission reporting, electronic filing of L&I, IRS, and Social Security Administration paperwork.

Knowledge of:

- Public sector financial accounting and related procedures
- Advanced accounting principles and procedures
- Human resources management practices.
- Principles and practices of budget and performance evaluation
- Principles of supervision, training and performance evaluation
- Modern office procedures, methods and equipment including computers and related software
- Pertinent Federal, State, and local laws, codes and regulations

Ability to:

- Quickly become knowledgeable regarding Housing Authority programs and operations, including fiscal operations, computerization, resident services, administrative, and management services.
- Solve complex technical accounting problems and possess an in depth understanding of the principles and practices of governmental GAAP accounting. Ability to troubleshoot issues that may arise within a given day in any of our programs and research and reconcile the issue.
- Establish and maintain effective working relationships and possess the ability to communicate effectively with KHA participants, KHA staff, Commissioners, State Examiners, and other officials, maintaining confidentiality when required.
- Interpret and comply with established Local, State and Federal Accounting procedures and system.
- Be a dependable, accurate, and patient individual who has the ability to meet deadlines under time constraints. Organize and establish priorities for work in a courteous, compassionate, and tactful manner and work effectively with frequent interruptions.
- Interpret and apply program information in making decisions or in providing information to the Executive Director or Commissioners within a limited timeframe.
- Be or possess the ability to become proficient in the supervision of staff, in accordance with agency policies and procedures, State and Federal laws and regulations.
- Organize, establish priorities and independently perform work assignments with little supervision.
- Operate computer and have knowledge of business machines.

Licenses, Certificates and Other Requirements:

- Must have or acquire a valid Washington State Driver's License (within 30 days of employment) and maintain a valid Washington State Driver's License throughout term of employment.

- Be personally bondable; pass mandatory pre-employment drug testing, and a criminal background check.
- Must have the ability to be credentialed within the HUD REAC and LOCCS systems and other HUD automated systems and not subject to any debarment or other HUD limited participation action.
- Within a year of employment, take the Public Housing Management course and/or PH Executive Courses as assigned by supervisor.