

DIRECTOR OF FINANCE

Status: Exempt

Function: The Director of Finance is the senior staff person with primary responsibility for the Fall River Housing Authority's (FRHA) fiscal operations. The incumbent in this position is responsible for the completeness and accuracy of all budgetary and financial records required by the FRHA and by all other governmental agencies or instrumentalities providing funding to the FRHA. The incumbent must have familiarity with the laws and regulations under which the Authority operates and must be in position to develop and implement controls necessary to protect the financial integrity of the FRHA. The Director of Finance is expected to perform this job with considerable independence of judgment and to insure that all financial decisions are in compliance with the Department of Housing & Community Development (DHCD) and the United States Department of Housing & Urban Development (HUD) guidelines.

Additionally, the Director of Finance serves as part of the senior management team, along with the Executive Director, Deputy Executive Director, Director of Field Operations and Director of Facilities Management, which is responsible for establishing and implementing the short-term and long-term goals and objectives of the Authority.

Supervision Received: The Director of Finance reports to the Executive Director and Deputy Executive Director as required.

Supervision Given: The Director of Finance directly supervises the FRHA's fee accountant, accountants, bookkeepers and other assigned clerical and administrative staff.

Essential Job Duties:

- Supervises and is responsible for the day to day financial management operations of the FRHA.
- Supervises and is responsible for implementation of and the operation of a Project-based budgeting/Project-based accounting (PBB/PBA) system at the FRHA.
- Manages the FRHA's state and federal budgets and assists the Executive Office with the preparation of the state and federal Annual Operating Budgets
- Supervises the FRHA's fee accountant, accountants, bookkeepers and other assigned clerical and administrative staff.
- Responsible for the development, implementation, evaluation and monitoring of fiscal management policies, practices and procedures for the FRHA in conformance with generally accepted accounting practices and the requirements of both DHCD and HUD.

- Reviews all projects and proposed projects as to the financing or re-financing of same.
- Reviews new programs and makes recommendations on the financial implications to the FRHA.
- Prepares monthly reports for the Executive Director and Deputy Executive Director as to the FRHA's overall financial situation as well as that of individual departments and properties.
- Reviews and approves quarterly financial statements.
- Controls the cash flow of the Authority and the investment of idle funds.
- Reviews contracts as to their financial aspects and makes recommendations as required.
- Assists the Executive Director and Deputy Executive Director in the preparation of a variety of evaluative and comparability reports on the FRHA's financial condition.
- Analyzes and approves financial documents such as purchase requisitions, which are likely to have a direct and sustaining impact on agency operations, particularly on the Authority's annual budget.
- Responsible for managing and maintaining insurance coverage for all FRHA properties and the processing of claims.
- Maintains property inventory and control records.
- Authorizes payments of vendors' invoices and oversees accounts payable for all vendors and contractual obligations.
- Provides liaison with funding governmental agencies on all matters affecting the finances of the agency.
- Responsible for planning, directing and reviewing the work of the data processing department as it relates to the Authority's finances.
- Assists in collective bargaining as requested.
- Assists in training other FRHA staff on accounting and finance related matters and requirements.
- Coordinates with other Department Heads on the suitability of various items for funding from the Operating Budget versus the Capital Fund.
- Participates on working groups and committees involved in the review and development of new administrative systems and FRHA policies as requested.
- Attends meetings with private and public entities to represent the Authority as required.
- Meets with and consults with resident groups as required.
- Performs other related duties as required.

Secondary Job Duties:

- There are no secondary job duties associated with this position.

Performance Criteria:

The Director of Finance is evaluated on the ability of the incumbent to provide cost effective and efficient delivery of financial services for the FRHA as evidenced by work that is accurate and error free, financial records that are auditable and defensible, and reserves that are adequately protective of the FRHA’s financial needs. Maintaining strong working relationships with the FRHA’s fee accountant, DHCD, HUD and other funding entities, auditors and others involved in providing funding or evaluating the FRHA’s finances is required and will also be the basis for the incumbent’s evaluation.

Qualifications and Skills:

- Ability to work in a complex state (DHCD) and federal (HUD) regulatory environment, especially as the regulations relate to accounting and finance.
- Good oral and written communication and supervisory skills.
- Sophisticated knowledge of office computer software including Microsoft Word, Excel, Access and internet/e-mail systems including a working knowledge of data processing applications, particularly those related to finance and fiscal management.
- Must be able to speak clearly and distinctly.
- Extensive knowledge of accounting and budgeting principles and practices.
- Ability to prepare complex financial documents.
- Ability to discuss complicated financial matters orally with others.
- Skill in investing funds as to gain maximum financial benefits.
- Ability to develop financial controls and guidance materials for a large organization.
- Considerable knowledge of public financial management principles theory and practices.
- Ability to organize and supervise a departmental staff, consisting of both professional and clerical support staff.
- Ability to analyze complex financial documents.
- Considerable knowledge of insurance, particularly real estate property insurance.
- Knowledge of management theory and practices.
- Knowledge of operating characteristics, capabilities and service requirements of electronic computers and their auxiliary equipment.
- Ability to be bonded and insured as the FRHA’s financial agent.

Physical Demands:

SEDENTARY (requires lifting 10 lbs., carrying small objects)	<u> X </u>
LIGHT (requires lifting 20 lbs., with frequent carrying of up to 20 lbs.)	<u> </u>
MEDIUM (requires lifting 50 lbs., with frequent carrying of up to 25 lbs.)	<u> </u>
HEAVY (requires lifting 100 lbs., with frequent carrying of up to 50 lbs.)	<u> </u>

VERY HEAVY (requires lifting over 100 lbs., such as moving furniture) _____

CODES: C = Continuously, F = Frequently, O = Occasionally, and R = Rarely

A. Standing	<u>F</u>	H. Reaching	<u>O</u>	O. Crawling	<u>R</u>
B. Sitting	<u>F</u>	I. Handling	<u>F</u>	P. Bending	<u>O</u>
C. Walking	<u>F</u>	J. Fine Dexterity	<u>F</u>	Q. Twisting	<u>O</u>
D. Lifting	<u>R</u>	K. Kneeling	<u>O</u>	R. Climbing	<u>R</u>
E. Carrying	<u>R</u>	L. Crouching	<u>O</u>	S. Balancing	<u>R</u>
F. Pushing/Pulling	<u>R</u>	M. Foot Controls	<u>O</u>	T. Vision	<u>C</u>
G. Hearing	<u>C</u>	N. Talking	<u>F</u>	U. Other	_____

Experience and Education:

A Master's in Business Administration (MBA) with three (3) or more years of professional experience in a supervisory accounting or financial position [Note: A Certified Public Accountant (CPA) helpful, but not required]; or

An MBA with three (3) or more years of experience with low income or assisted housing accounting and finance with supervisory responsibilities; or

A Bachelor's degree in Accounting, Business, Finance or related field with six (6) or more years of experience with low income or assisted housing accounting and finance with supervisory responsibilities.

Salary:

The salary for this position is determined in accordance with FRHA's annual budget as approved by the FRHA Board of Commissioners. Suggested salary range is \$106,143-\$113,830.