



The Opportunity: Deputy Fiscal Director Cambridge Housing Authority

The Deputy Fiscal Director position at the Cambridge Housing Authority (CHA) offers an opportunity to contribute to the day-to-day and long-term viability of one of the country's most highly-regarded housing agencies. The CHA provides safe, high-quality affordable housing to nearly 10% of Cambridge's residents through its commitment to innovation, efficiency and accountability. As the owner/operator of housing portfolio of more than 2,700 housing units in one of the most expensive housing markets in the country, the CHA is critical to maintaining a vibrant and diverse Cambridge community.

The Deputy Fiscal Director plans, organizes, directs, and monitors the CHA's programs of general accounting, fiscal record keeping and reporting, and budget development. This position also directs, organizes, and monitors the agency's financial activities. The ideal candidate will demonstrate considerable independence, evaluative thinking, written and oral communication skills, and operational, leadership, and tactical planning skills.

The Authority and the City

The Federal Department of Housing and Urban Development (HUD) designated the CHA as one of the original 24 Moving to Work (MTW) housing authorities nationwide when the program was founded in 1999. The MTW program frees housing authorities from the regulatory framework that had become administratively exhausting over the years, and replaces it with a mandate that each MTW site design its programs to best meet the needs of its specific community. This has placed the CHA in the forefront of creating innovative policies and programming in resident services and real estate development, as well as creatively leveraging current capital investment of over \$280 million with an additional \$200 million planned over the next two to four years.

CHA staff includes over 160 employees. Its portfolio ranges from both public and mixed finance family and senior housing to an innovative assisted living facility and nursing home developed with the City of Cambridge and Cambridge Health Alliance. In 2013, CHA moved its administrative offices to 362 Green Street, which was redeveloped in partnership with the City of Cambridge. These offices are located in Central Square, Cambridge and are within walking distance of a Red Line subway stop, shops, and restaurants. Within one mile are the main campuses of Harvard and MIT. Nearby is Kendall Square, home to the Boston-area offices of Google, Microsoft, Novartis, and Genzyme.

The Fiscal Affairs Department

CHA's Fiscal Affairs Department is responsible for processing all of CHA's financial transactions. The department promotes high standards of fiduciary responsibility, accurate recordkeeping, and financial reporting while handling the agency's general accounting; financial budgeting, reporting, and analysis; treasury management, and annual independent financial audit management. The Fiscal Department handles all funds received, including tenant rents, government subsidies, grants and other receipts from its various programs. The department processes all vendor payments, including supporting leased housing and housing assistance payments to landlords, which currently exceed \$40 million annually. The Department invests Agency funds in accordance with established guidelines in accordance with HUD regulations, safeguards the Agency's assets, and supports the Agency's departments in day-to-day operations and annual independent audits.

The Deputy Fiscal Director will be tasked with planning, directing, organizing, and monitoring CHA's general accounting, fiscal record keeping and reporting, and budget development.

The Position

The Deputy Fiscal Director reports to the CHA's Chief Financial Officer and is a member of CHA's Fiscal Affairs Department.



Essential Duties of the Deputy Fiscal Director

- Directs fiscal operations for CHA's housing portfolio, including program liabilities and submission of all financial reports; tracks, monitors, and audits the housing portfolio.
- In conjunction with other Deputy, coordinates the audit process; conducts internal audits of CHA's housing portfolio and affiliated entities as necessary.
- Establishes and maintains a proper system of accounts, including control accounts for all Authority activities; maintains accounts systems in accordance with the regulations of the Department of Housing and Urban Development ("HUD"), Department of Community Affairs, and CHA policy.
- Performs cash flow projections; ensures that the cash position, cash needs, and anticipated receipts from all sources are known at all times; ensures that sound fiscal judgment is exercised in utilizing these funds.
- Recommends, develops, and implements changes to existing and proposed procedures and policies to ensure accounts systems and financial reports are in full compliance with federal, state, and local regulations, as well as CHA policy.
- Uses Generally Accepted Accounting Procedures ("GAAP") to establish and maintain accounts systems and financial reports in accordance with HUD regulations and CHA policy.
- Works closely with the CFO and Budget Director to meet budget goals provided by supervising governmental organizations; conducts regular analysis of operating statements, budgets and other data relating to asset management in order to forecast operating performance and capital needs.
- In conjunction with the other Deputy Fiscal Director, supports the preparation of all requisitions for funds under Contracts for Financial Assistance and Loans; prepares both federal and state Annual Contributions Contracts, and reviews and approves leased housing annual financial statements submitted to HUD.
- Modifies procurement efforts and tax credit reporting procedures as properties become limited liability corporations; understands obligations to investors and lenders, including debt service coverage ratios and required replacement reserves.
- May assist with asset management activities, including property management agreements, regulatory agreements and requirements; develops and oversees site budgets and financial performance, lender, investor and program compliance reporting, and capital needs assessments and planning.
- Provides guidance to CHA management regarding properties currently funded under the Public Housing and Section 8 Mod Rehab programs; ensures successful conversion to long-term, project-based Section 8 contracts.
- Supervises, trains, assigns, and assists Fiscal Affairs staff, ensuring that departmental personnel are in compliance with CHA policies and procedures, as well as Generally Accepted Accounting Principles (GAAP).
- Performs supervisory functions, including employee training and mentoring; monitors employee work activities, completes performance evaluations, and provides disciplinary action as needed.
- Prepares financial statements monthly, quarterly, semi-annually, and annually as required for all programs.
- Reviews requisitions for funds under Contracts for Financial Assistance and Loans as well as both federal and state Annual Contributions Contracts.
- In conjunction with the other Deputy, assumes the responsibilities of the Chief Financial Officer in his/her absence.
- Performs other related duties as assigned.

Desired Background & Competencies

Education/Experience:

- Bachelor's Degree in accounting, finance, economics, or a related field. Licensed CPA and/or Master's Degree is preferred.
- Minimum of five (5) years of progressively responsible experience, including one (1) year of experience in the private sector, preferably within the real estate, low-income tax credit, or finance industries.
- Must have a minimum of two (2) years of supervisory experience.

An equivalent combination of education and experience may be considered.

Commitment: Sets high standards of performance; pursues aggressive 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.

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 customers; talks and acts with customers in mind; recognizes working colleagues as customers.

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.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and

openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates; manages performance by providing regular feedback and reinforcement to subordinates.



Compensation

- Compensation commensurate with experience
- Health (CHA pays 75% of premium)
- Dental (CHA pays 65% of premium)
- Basic Life Insurance and Accidental Death and Dismemberment Insurance, employee paid
- Long and Short Term Disability, employee paid
- Paid leave
- Parking provided or MBTA reimbursement up to \$150 per month
- Tuition reimbursement program
- Retirement Benefits: SMART Plan, City of Cambridge Retirement System, which participates in State of Massachusetts system.

To apply, please send a resume and cover letter by email to: Human Capital Initiatives recruit@humancapitalinitiatives.com

Please include the job title "Deputy Fiscal Director" in the subject line of your email. Do not contact the CHA directly regarding this position.

It is the policy of the Cambridge Housing Authority to give preference in employment to Section 3 - eligible individuals. **The Cambridge Housing Authority is an Equal Opportunity Affirmative Action employer.** Minorities, individuals with disabilities and others are encouraged to apply.

TDD 1-800-545-1833, x 112

Cambridge Housing Authority Mission

Our mission is to develop and manage safe, good quality, affordable housing for low-income individuals and families in a manner which promotes citizenship, community and self-reliance.