

## DIRECTOR OF FINANCE AND ADMINISTRATION

The Housing Authority of the City of Annapolis (HACA), an organization in the affordable housing industry, is seeking a results-driven individual to serve as Director of Finance and Administration. The individual will lead HACA's Finance Department, which is responsible for maximizing and strengthening the fiscal operations of a changing organization.

As a HACA employee, you will become part of a team, dedicated to creating and sustaining communities in Annapolis. The Director of Finance and Administration will partner with executive leadership to develop and implement strategic initiatives as HACA continues to enhance its affordable housing operations.

The ideal candidate will use their financial acumen and experience to lead and develop an internal team to support the following areas: finance, planning and budgeting, and administration.

The Director of Finance and Administration reports to the Executive Director and is based in Annapolis, MD.

Our ideal candidate will possess the following qualities:

- An entrepreneurial mindset
- High level of financial acumen
- Proven ability to help individuals and teams develop, grow, and succeed
- Proven ability to develop and carry out strategic initiatives with set deadlines
- Ability to work with and service all levels of an organization, developing strong partnerships with internal colleagues as well as external strategic partners
- Ability to multi-task, prioritize, and manage a multitude of conflicting priorities against competing deadlines

**Education/Experience:** Bachelor's Degree in accounting, finance, business administration, or related field and a minimum of seven (7) years of experience in governmental financial management, with a minimum of three (3) years in a managerial or director capacity. CPA license preferred.

*An equivalent combination of education and experience may be considered.*

Equal Opportunity Employer / Equal Housing Opportunities

**Location:** Annapolis, MD. Only local travel may be required.

**Organization:** Housing Authority of the City of Annapolis (<http://www.hacamd.org/>)

**Compensation:** Commensurate with experience and qualifications. Comprehensive benefits package included.

**To apply:** Please e-mail your resume, cover letter, and salary requirements to [recruit@humancapitalinitiatives.com](mailto:recruit@humancapitalinitiatives.com) with "HACA Director of Finance and Administration" in the subject line. Please do not contact HACA directly.

To view the complete job description for this position, visit our website at <http://humancapitalinitiatives.com/news-and-opportunities/>.