



Position Description

Position Title:	Director of Finance and Administration	Department:	Finance
Reports to:	Executive Director	Employment Status:	Full-Time
FLSA Status:	Exempt	Date Created:	November 2017

Summary

The primary purpose of this position is to direct all financial activities of the Authority, including internal/external financial reporting, fixed assets, inventory, budgeting, and forecasting. The incumbent also provides administrative leadership in information technology, human resources, procurement, and risk management.

All activities must support Housing Authority of the City of Annapolis (“HACA” or “Authority”) mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Directs the work of assigned staff including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training and coaching employees, providing technical advice, acting on employee problems, and recommending and implementing discipline and merit raises. Ensures supervisors under his/her purview have the tools necessary to manage daily operations.
- Maintains a system of accounts, records, and reports, including cash flow requirements and analyses, that reflects the financial status of properties that the Authority owns, operates, and manages; recommends changes to HACA financial policies and procedures as needed.
- Establishes and maintains internal controls to appropriately safeguard the Authority's funds.
- Assists in the development of Authority policies and procedures for implementing federal, state, and local directives and statutes.
- Develops, maintains, and implements financial policies and procedures for HACA-managed programs.
- Manages the day-to-day accounting processes for the Authority, including the timely and accurate processing of Accounts Payables, Accounts Receivables, and Payroll.
- Supervises the preparation and submission of financial reports, records, and other information to the Executive Director. Prepares monthly financial reporting of all HACA entities, including HCV and Public Housing programs, business activity, and ROSS/FSS programs; submits reports to Executive Director for Board reporting. Prepares quarterly PH write-off list for Board approval.
- Coordinates compliance and financial reviews and audits; serves as primary contact with auditors by providing required information, coordinating documentation needed from other staff, reviewing draft and final audited financial statements and reports, and transmitting reports to all authoritative agencies.
- Ensures HUD Performance Standards and reporting requirements are maintained or improved to high performance levels.
- Coordinates and prepares required financial and program information for other departments.
- Supervises the closing of the Authority's general ledgers, year-end financial statements, and



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analysis of operations.

- Serves as a liaison between the Authority and banking institutions and auditors.
- Processes month-end close, including analysis of Accounts Receivable and forecast billing prior to close for corrections; posts related journal entries from close.
- Processes HCV month-end close, prepares checks, provides lease-up numbers and expense reporting to HUD, analyzes data and project numbers regarding future needs.
- Posts journal entries and bank transfers from properties for funding escrows, replacement reserve, management fees, vacancy loss, and mortgage payments.
- Monitors manual accounting of rents for relocation and RAD properties, prepares monthly Accounts Payable requests for rent and utility reimbursements for master lease properties.
- Directs compilation, preparation, and submission of yearly Operating Subsidy request to HUD. Prepares and submits monthly Mixed Finance Operating Subsidy payment requests.
- Conducts year-end financial processes, including recording journal entries for year-end close, preparing 1099s for HCV landlords and accounts payable, and preparing for yearly external audit.
- Completes yearly reporting requests from HUD and local, state, and federal agencies.
- Performs reconciliations and draws of HUD grants. Coordinates FSS/ROSS grant usage and projections by expiration date and HUD yearly reporting requirements.
- Regularly reviews insurance for compliance and cost-effectiveness.
- Manages setup, testing, and implementation of financial and housing software.
- Acts as backup to HR for new-hire and termination paperwork as well as retirement loan disbursement requests. Consults with HR on employee benefit programs and cost-sharing.
- Oversees procurement and contracting.
- Supervises IT staff, and ensures proper technology resources are available to the Authority.
- Oversees ordering, distribution, and documentation of Authority cell phones and other inventory items.
- Completes other related duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

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 work colleagues as customers.



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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.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

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; 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.

Job Competencies

- Knowledge of the general operations and procedures of HACA properties and HUD housing programs.
- Knowledge of the regulations affecting HACA's housing programs and demonstrated ability to understand the terms, conditions, and content of HACA's standard operating procedures for property management.
- Knowledge of the proper HACA procedures for collecting, processing, and recording rental transactions.
- Skill in the operation of commonly used office equipment, especially the use of personal computers for word processing and spreadsheet applications.
- Skill in customer service and resident relations.
- Ability to interpret HUD, federal, state, and local laws and regulations, as well as HACA policies and procedures related to the position.
- Ability to prepare and present ideas in English, in a clear and concise manner, both orally and in writing.
- Ability to perform program-required computations with speed and accuracy.
- Ability to perform duties with a high degree of judgment, discretion, and confidentiality.
- Ability to plan, organize, and develop a wide variety of operational and management programs and procedures.
- Ability to plan, promote, and evaluate HACA's goals, objectives, departmental and agency plans, and other initiatives.
- Ability to assist in the hiring of new employees, evaluate performance of subordinates accurately and timely, correct deficiencies, and to guide and assign personnel.
- Ability to establish, monitor, and achieve objectives through skillful delegation of duties.
- Ability to orient other employees and to explain organizational policies, rules regulations, and procedures.



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- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials. Ability to communicate with people from a broad range of socio-economic backgrounds.

Education and/or 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. Knowledge of accounting and financial reporting for public housing and housing choice voucher programs. Experience working with HUD preferred. CPA license preferred. An equivalent combination of education and experience may be considered.

Some positions may require possession of a valid driver's license and the ability to be insurable under the Authority's automobile insurance plan at the standard rate.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is moderate.