



## JOB DESCRIPTION

**Job Title:** Finance Manager  
**Classification:** Exempt  
**Employee Appointment:** Full-time  
**Reports To:** Executive Director  
**Supervision Exercised:** Yes

**Job Purpose:** Responsible for all areas relating to financial reporting, developing and maintaining accounting principles, and coordinating department audits done by third parties. This position addresses tight deadlines and a multitude of accounting activities. The finance manager leads the accounting department functions which include a team of accountants.

### **ESSENTIAL FUNCTIONS**

- A. Shows a demonstrated interest in FHRA's mission: Empowering People to Achieve Independence Through Housing
- B. Adheres to FHRA's Core Values
  - 1. Service: helping people to the best of our abilities
  - 2. Integrity: staying true to our word through action
  - 3. Teamwork: working together to achieve goals
  - 4. Quality: exceeding the average, striving for excellence
  - 5. Commitment: dedication to the FHRA Mission
- C. Department Leadership
  - 1. Serves on FHRA's senior management team.
  - 2. Trains, mentors, and supports staff accountants to develop them to effectively support all areas of the FHRA organization.
  - 3. Responsible for leading the accounting team to ensure work is properly allocated, delegated, and completed in a timely and accurate manner for the department.
  - 4. Works closely with accounting staff to ensure required compliance reporting to partners and state agencies are accurate and submitted timely.
  - 5. Accountable to the entire housing authority for ensuring that all areas of organization receive the financial information necessary to serve the FHRA's mission.
- D. Financial Reporting
  - 1. Responsible for all aspects of department's financial reporting which includes general ledger preparation and monthly/annual closings.
  - 2. Develops and maintains accounting principles, practices, and procedures to ensure accurate and timely financial statements.
  - 3. Presents and explains financial statements to senior management and board of commissioners.

4. Assists senior management in the analysis of financial decisions.
5. Oversees and ensures the accuracy of reports for payroll, receivables, payables, and other management reports.

#### E. Property Development

1. Sets up new bank accounts for construction payments and draws.
2. Collaborates on finance reports for banks, HUD, and other entities requiring reports.
3. Tracks funds from internal sources applied to projects.

#### F. Grants

1. Draws down grant funds on a monthly basis and ensures disbursement to FHRA and its vendors.
2. Prepares documents for reimbursement from grant to close them out.

#### G. Audits

1. Prepares records and reports for audits done by third parties.
2. Coordinates the preparation and timing of audits with auditors.
3. Acts as the main liaison for FHRA with auditors.

#### H. Budgets

1. Adjusts department roles and tasks to work towards better efficiency and timeliness of deadlines to minimize accounting department costs.
2. Collaborates with department managers to forecast and follow budget activities.
3. Assists department managers with the review of operating results.

#### I. Capital Management

1. Monitors bank account balances and makes investment recommendations for organization's cash management.
2. Manages organization's insurances except flood insurance policies and employee benefit insurance policies.
3. Submits insurance claims.
4. Maintains depreciation records of company assets.

### **Minimum Qualifications**

1. Must pass a criminal background investigation and driving record review.
2. Bachelor's degree in a related field required; preferably accounting or finance.
3. At least five (5) years' experience in the financial reporting and general ledger area, including supervision of employees, is required.
4. Ability to analyze and effectively communicate financial information is required.
5. Ability to effectively communicate to accounting team and all departments is required.
6. Experience working in a housing authority preferred.
7. Knowledge of Yardi software preferred.
8. Experience working in a federal funded program preferred.
9. Knowledge of HUD-affiliated financing and auditing processes preferred.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.***

## **Work Environment**

This position works within an office environment.

## **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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle or feel; and reach with hands and arms.

## **Position Type/Expected Hours of Work**

This is a full-time position. Regular hours of work and days are Monday through Friday, 8:00 AM to 4:30 PM. However, this position can require evening and occasional weekend work.

## **Travel**

Travel is primarily local during the business day, although some out-of-the-area and overnight travel is required for training and conference purposes, resulting in a few times per year.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change by FHRA management to fit the Mission of the FHRA.

## **Competencies and Characteristics of a Successful Office Holder:**

**Ethical Conduct:** Adheres with the rules and standards set by the Mission and Core Values of the FHRA and federal, state and local laws for housing authorities.

**Client Focused:** Committed to the understanding of client needs and successfully applying them to FHRA programs and project development

**Results Driven:** Can be counted on to exceed goals successfully; mission-driven, bottom-line oriented; steadfastly pushes self and others for results.

**Motivating Others:** Empowers others; invites input from each person and shares ownership and visibility; makes everyone feel his/her work is important; is someone people like working with.

**Community Development:** Develops strong external loyalty to the mission and values of the organization.

**Projects Humility:** Is unafraid to admit mistakes and he/she does not know something and is willing to delegate project tasks to the group's most qualified person.

**Relationship Management:** Quickly builds trust and credibility by listening to and observing what activities are happening within the organization and becomes the "go to person" for solutions and implementation of those solutions while working within the scope of his/her job responsibilities.

**Project and Time Management:** Identifies work priorities and is cognizant of deadlines while

remaining flexible to the needs of the organization; is unafraid to communicate when in need of help from peers and is willing to help peers who need assistance while remaining responsible to the deadlines, work priorities and goals set for own job.

**Effective Communicator:** Be an engaged listener who talks and writes in a clear, concise, consistent and confident manner and is open to considering feedback from others.

**Detail-Oriented:** Diligently checks for accuracy in work to ensure processes and written agreements are being followed.