The Finance Manager is responsible to administrate and lead the financial functions of the HAO and the HAO’s affiliated nonprofit.

The employee receives direction and guidance from the Executive Director. Courses of action, deadlines and priorities are established by the Executive Director, HUD regulations and procedure, or the employee, depending on the assignment. Routine duties are initiated by the employee without supervisory direction. Instructions to the employee may be general or specific in nature. The employee's work is reviewed occasionally for accuracy, completion, and compliance with policies and procedures.

The employee supervises department personnel. The employee delegates work, monitors employee work product and evaluates job performance

The employee refers to HUD regulations, GAAP, GASB, federal, state and local laws, and Authority policies and procedures in performing work. These guidelines cover most job-related situations, although the employee occasionally is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the ED or makes a decision based on the circumstances.

The employee performs a wide variety of related tasks ranging from routine and repetitive to relatively complex financial matters. The course of action is determined by established procedure, the supervisor, or the employee. Tasks may occasionally have to be coordinated, integrated, and/or prioritized. Decisions regarding unusual circumstances are made by the employee.

The employee's work affects all of the Authority's housing programs and the housing residents. The Authority's financial condition can determine to a great extent the quantity and quality of housing and services the Authority is able to provide for low-income families.

Most of the employee's contacts are with HUD officials, Authority employees, business firms, consultants and contractors. Contacts are made to verify, give, obtain or clarify, provide information; coordinate, advise, motivate, influence, and justify, defend, negotiate or resolve matters or issues.

**Examples of Work**

- Responsible for the supervision and accomplishment of various accounting functions and all functions and activities connected with financial reporting, budget preparation and monitoring, funds investment, rent collection, payroll, accounts payable, and general ledger. Specific duties include the following.
- Maintains a system of accounts, records, and reports which reflect the financial status of the Authority owned and operated properties and Authority managed properties
- Handles all financial and other correspondence pertaining to assigned duties.
- Responsible for accounts payable and receivable, purchasing, payroll, materials, fiscal record management and contracts.
- Develops, installs and maintains budgeting systems to control expenditures and oversees the expenditure of funds by all departments.
- Prepares monthly and annual income and expense summaries, balance sheets, cash flow statements, etc.
- Develops and maintains an effective Cost Allocation Plan and Interest Allocation Plan.
- Develops all PHA program budgets with consultation with the Executive Director and department directors.
• Provides information needed for maintaining various fiscal registers and inventory control over Authority's non-expendable property.
• Monitors requests for reimbursements of fund expenditures.
• Meets and confers with officials of federal and local agencies and financial institutions involved in fiscal aspects of Authority's operation.
• Establishes and maintains internal controls to appropriately safeguard the Authority's funds and property.
• Establishes and maintains files of permanent records, such as Annual Contribution Contracts, investment documentation, contracts, property deeds, etc.
• Reviews and analyzes financial reports, performance analysis, cost analysis and other fiscal reports required by HUD, federal, state and local entities.
• Processes payroll for all departments, as well as all IRS and Employment Commission reporting.
• Oversees grant and fund budgets.
• Oversees investments of Authority excess funds, monitors securities pledged with banks and determines cash requirements.
• Prepares reports for the Executive Director and Board of Commissioners (BOC) including the monthly, quarterly and annual financial reports. Submits reports to HUD and makes presentations to BOC.
• Maintains records needed to compute Payment in Lieu of taxes on Authority properties.
• Solicits bids for insurance coverage’s, negotiates and recommends insurance coverage for Authority property and liability insurance requirements. Processes related insurance claims and monitors expiration dates of coverage’s.
• Assists in preparation of and recommends revisions to Authority policies and procedures related to fiscal affairs.
• Coordinate Finance Department activities with those of other departments, banking institutions, outside auditors, and outside agencies and organizations.
• Oversees Section 8 Housing Choice Voucher accounting including payments to landlords, billings to HUD for preliminary fees, and preparing pertinent quarterly reports.
• Assists the Executive Director in maintaining Personnel and Benefit records.
• May assist with new employee orientations if required.
• Contributes to team effort by accomplishing all other duties as assigned.

Note: Any one position description may not include all duties listed nor do listed examples of work include all tasks which may be found in a position of this class.

Minimum Qualifications

• Bachelor’s degree in Accounting, Finance, Economics, Public Administration or related field from an accredited college or university, and five (5) years of progressively responsible experience in accounting, finance, investments, etc.; one year of which is in the area of low-income housing or a closely related field, and three years supervisory experience, or an equivalent combination of education and experience.
• Familiar with General Accepted Accounting Practices (GAAP), General Accounting Standards Board (GASB) and Nonprofit Corporation reporting.
• Able to apply GAAP requirements and to implement the PHA’s Financial Assessment Sub-System (FASS).
- Considerable knowledge and ability to implement federal and state financing principals for a non-profit entity to include complete and submitting IRS tax documents.
- Considerable knowledge of applicable Authority operating policies, procedures, and HUD regulations; applicable federal, state, and local laws, regulations, and guidelines and Department of Labor.
- Comprehensive knowledge of modern principles, practices and techniques of accounting, budgeting, financing, loans, mortgages and financial reporting and cost allocations.
- Knowledge of data processing principles and practices; modern principles, practices, and techniques of public housing management, and HUD accounting handbooks and guidelines.
- Ability to plan, direct, and/or supervise the work of others, and delegate responsibility and authority.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to deal effectively with situations that require tact and diplomacy, yet firmness.
- Ability to establish and maintain effective working relationships with subordinates, coworkers, and persons outside the PHA.
- Bondable, possess a valid Kentucky driver's license and eligibility for coverage under Authority fleet auto insurance.

**WORK ENVIRONMENT**

Physical Demands Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eye strain from working with computers and other office equipment. Work Environment Work is primarily indoors and involves the normal risks and discomforts associated with an office environment, but are usually in an area that is adequately heated, cooled, lighted, and ventilated.

Please submit resume with three references (letters or contact information) or questions to Catherine@owensborohousing.org. No mailed or faxed submissions will be accepted. Resumes will be accepted until the position is filled.