

FORT COLLINS HOUSING AUTHORITY JOB DESCRIPTION

Job Title	Director of Finance and Business Operations		
Supervisor's Title	Executive Director		
Department	Accounting, Finance and Business Support Services	Grade	
Date Prepared	October 2009	Date Revised	
FLSA Status	Exempt		

POSITION PURPOSE Oversees and directs all aspects of financial operations and provides support to the Executive Director. Manages and leads a team to provide excellent internal and external customer support. Provides current financial information and accounting tools to all levels of the organization to allow for sound management decisions to be made at any given time.

- ESSENTIAL DUTIES**
1. Establishes, or recommends to management, major economic strategies, objectives, and policies for the Authority. Recommends modifications to existing Authority programs.
 2. Plans, directs, coordinates and supervises the functions of accounts payable, accounts receivable, payroll, inventory, and data processing to ensure their accurate and efficient operation.
 3. Prepares reports which summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
 4. Processes and prepares financial reports in order to provide accurate financial information to management and the Board of Commissioners.
 5. Provides management with timely reviews of organization's financial status and progress in its various programs and activities.
 6. Ensures compliance with HUD financial management guidelines and regulations and with State statues for Authority funds and budgets.
 7. Directs preparation of budgets, reviews budget proposals, and prepares necessary supporting documentation and justification.
 8. Meets with Executive Director and Managers to communicate information and coordinate operational efforts.
 9. Resolves conflicts with all accounts receivable and payable issues.
 10. Monitors and makes recommendations to Executive Director on appropriate investment vehicles for funds placed with investment firms.
 11. Responsible for the timely completion of all audits.

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

	<p>12. Works with lenders and investors to ensure timely & accurate responses for regulatory & compliance requirements.</p>
<p>OTHER DUTIES</p>	<p>1. Assists Executive Director, and all supervisors and managers with special projects, administrative tasks, and other property or non-property management related work.</p> <p>2. Responds to questions from vendors and works to resolve vendor problems.</p> <p>3. Other duties as assigned.</p>

JOB SPECIFICATIONS

<p>KNOWLEDGE/SKILLS AND EXPERIENCE</p>	<p>Expert knowledge of Generally Accepted Accounting Principles and Governmental Accounting Standards Board Statement 34</p> <p>Expert knowledge of HUD Guidelines including Public Housing and Section 8 Programs</p> <p>Expert knowledge of Accounts Receivable and Accounts Payable</p> <p>Expert people management skills</p> <p>Solid knowledge of real estate financing and real estate asset management accounting and projections</p> <p>Solid knowledge of the Low Income Housing Tax Credit Program, tax-exempt bond financing, and mixed-finance development.</p> <p>Solid computer skills including Excel and Access</p> <p>Solid verbal and written communication skills with the ability to effectively communicate and interact with all levels of personnel and the general public</p> <p>Solid public speaking and presentation skills.</p> <p>Standard office software (YARDI, Microsoft Excel, Word, and Access)</p>
<p>SCOPE OF AUTHORITY</p>	<p>Defined procedures cover most duties. Generally expected to deal with different and specialized situations in department or functional area. Plans own work and the work of others in one or more departments. Prepares and/or develops projects and programs involving coordination with other departments and/or outside organizations. Work is typically reviewed at completion.</p>
<p>FINANCIAL AUTHORITY</p>	<p>Responsible for budget and directing funds for the financial operation of the organization. Is authorized to pay monthly reoccurring mortgage payments and reimbursement of FCHA funds. Approval authority for purchases and contracts up to \$25,000.</p>
<p>COMMUNICATION</p>	<p><u>Internal</u> Contact in person, by phone or e-mail with Executive Director, managers and accounting staff</p>

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

to exchange information, answer questions and provide information.

External

Contact by phone or email with auditors, bank personnel, vendors, and service providers to answer questions, obtain information and services.

RESULTS OF ACTIONS

Errors may result in lost time or revenue and over or understating the financial position of the Authority. Errors result in substantial financial and legal implications for the agency.

SUPERVISORY RESPONSIBILITY

Must have excellent management and leadership skills. Responsible for assigning and scheduling work, training, and appraising performance. Makes recommendations to Executive Director on promotions/transfers, salary actions, interviewing and hiring, disciplinary discussions and terminations.

EDUCATIONAL REQUIREMENTS

Four-year degree plus a minimum of (5) five years progressively responsible experience in accounting or finance and management, business, public administration, nonprofit administration, or real estate development. Of the (5) five years, must have a minimum of (3) three years with lead responsibility for all aspects of the accounting department including supervision and leadership. Additional education/experience desirable. CPA desirable.

WORKING CONDITIONS

Works in a normal office environment working with standard office equipment (such as phone, fax, and personal computer). Light physical activity required by handling objects up to twenty (20) pounds occasionally and/or up to ten (10) pounds frequently.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

APPROVAL SIGNATURES	
Employee's Signature _____	Date _____
Employee's Supervisor _____	Date _____
Employee's Manager _____	Date _____
HR Review _____	Date _____