

JOB ANNOUNCEMENT

HOUSING AUTHORITY OF CITY OF LUMBERTON

DIRECTOR OF FINANCE:

The Housing Authority of the City of Lumberton (HACL) is seeking qualified candidates to fill the position of Director of Finance. This position is a fundamental part of our management team and maintains fiscal accountability for all HACL programs. The ideal candidate for this position is an experienced professional who is willing to exercise independent judgement and initiative while always keeping the best interest of the HACL and its residents as a priority. This position will report to the Executive Director.

Under minimal supervision, the Director of Finance performs highly responsible administrative and professional accounting work. Oversees and directs the daily financial operations of the HACL. Must possess a working knowledge of accounting principles, practices and methods to ensure compliance with U.S. Department of Housing and Urban Development (HUD) regulations and guidelines in accordance with GAAP accounting principles. Responsible for strategic planning, development and directing of the financial operations of the HACL. Ability to analyze and interpret financial statements, budgets, fiscal and accounting data; prepare accurate, detailed financial and statistical reports. Assists in obtaining and administering grant funds and special programs and projects. Receives and analyzes quotations and bids for competitiveness and consistency with specifications. Supervises contract obligations for materials and services to ensure that procurement purchasing activities are in accordance with HUD guidelines.

Bachelor's degree in Accounting, Finance, Economics, Business Administration, Public Administration, or other related field from an accredited college or university. Five (5) years of progressively responsible experience in accounting, finance, investments, etc., one year of which is in the area of HUD/Public Housing or a closely related field, or an equivalent combination of education and experience. Experience with HUD Public Housing accounting and asset management preferred.

Successful candidates must have a valid North Carolina driver's license with clean driving record and complete a successful pre-employment drug screen and background check. Must be available for occasional overnight travel and training. Must be able to work with the highest degree of confidentiality.

This position is open until filled. Applications can be downloaded and printed from the EMPLOYMENT Tab at www.hacl014.com, or by contacting the NC Works Career Center at (910) 618-5500. Qualified candidates should forward a completed HACL job application to the following:

HACL
C/O Jenniffer Hunt
Post Office Box 709
Lumberton, NC 28359

Robeson County NC Works Career Center
289 Corporate Drive, Suite B
Lumberton, NC 28358

The Housing Authority of the City of Lumberton is an Equal Opportunity Employer

HOUSING AUTHORITY OF THE CITY OF LUMBERTON

JOB DESCRIPTION:

TITLE: DIRECTOR OF FINANCE

FLSA: Exempt

Department: Finance

Employment Status: Full-Time

Reports To: Executive Director

GENERAL STATEMENT OF JOB:

Under minimal supervision, oversees and directs the daily financial operations of the Housing Authority of the City of Lumberton, managing revenue and disbursing funds in accordance with established policies, procedures and generally accepted accounting practices, ensuring compliance with all applicable local, state and federal policies, guidelines and regulations. Adheres to goals and objectives of SEMAP, PHAS, Annual and Five-Year Plan and other agency goals. Plans, organizes and manages the finance, accounting, billing, collection, and purchasing activities of the Housing Authority. Reports to the Executive Director.

PRIMARY DUTIES AND RESPONSIBILITIES:

Responsible for strategic planning, development and directing of the financial operations of the Authority. Performs difficult professional and administrative work, planning, developing and directing all financial activities within the Authority, ensuring compliance with HUD, State and local government accounting regulations and procedures.

Coordinates accounting activities, including but not limited to, the review of all accounting ledgers, records and files for tenant accounting, accounts payable, Housing Choice Voucher payments and Payroll.

Performs and/or monitors various accounting duties as necessary for efficient and proper Housing Authority operations, including but not limited to managing cash flow; accounts payable, and check preparation. Monitors balances, approves Capital Fund and Operating Subsidy disbursements. Approves purchases and ensures financial obligations are paid in appropriate and timely manner.

Supervises and directs Finance personnel. Supervisory duties include instructing, assigning, reviewing, planning and maintaining standards, offers training, advice and assistance as necessary.

Coordinates activities related to the monthly closing of general ledgers for HUD-funded programs, banking and investments, the annual audit and other financial functions related to the operation of the Authority.

Prepares, plans and monitors the Operating Budget and revisions for the Authority. Compiles and prepares monthly and annual financial statements and reports. Monitors budget for

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compliance with estimated expenditures to ensure financial expenditures do not exceed budget. Makes recommendations to Executive Director for improved management of funding, including cost controls, expenditures and operating deficiencies.

Completes various monthly, quarterly and annual reports as required by HUD and the Authority. Ensures that required HUD reporting is completed on time with supporting documentation.

Ensures that financial reports are maintained according to Agency policies and procedures. Maintains up-to-date required file documentation. Assists with the annual audit, and is responsible for ensuring that all requested documentation is available for Auditors to review.

Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness. Ability to read and comprehend complex material.

Assists in obtaining and/or administering grant funds for special programs and projects. Serves as backup for all phases of the Capital Grant program including requisitioning funds for reimbursements and maintaining supporting documentation. Assists in preparing required reports in EPIC including the five-year plan.

Consults vendors, receives and analyzes quotations and bids for competitiveness and consistency with specifications. Supervises contract obligations for materials and services used by the Agency. Ensures that procurement/purchasing activities are in accordance with HUD guidelines.

Exercises an acceptable level of judgment, independence and problem-solving skills in addressing and completing assignments.

Operates a variety of equipment such as a telephone, calculator, computer, printer, copier, fax machine, two-way radio, etc.

Completes various special projects and assignments as appropriate.

Attends various intra-agency meetings as required.

MINIMUM TRAINING AND EXPERIENCE:

Bachelor's degree in Accounting, Finance, Economics, Business Administration, Public Administration or related field from an accredited college or university. Five (5) years of

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progressively responsible experience in accounting, finance, investments, etc., one year of which is in the area of HUD/Public Housing or a closely related field, or an equivalent combination of education and experience. Experience with HUD Public Housing accounting and asset management preferred.

SPECIAL REQUIREMENTS:

Must possess a valid NC Driver's license and maintain a good driving record. Must be available for occasional overnight travel and training. Must pass an Employment Drug Screening and Background Check as required. Must be able to work with highest degree of confidentiality.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

1. Ability to perform sedentary work to perform managerial duties.
2. Ability to regularly lift, carry, push or pull up to 10 pounds, and occasionally lift and/or move up to 25 pounds.
3. Work may involve some physical exertion, such as kneeling, crouching, reaching, carrying or lifting and eyestrain from working with computers and other office equipment.
4. Must be able to bend, stoop, push and pull in the performance of duties.
5. Ability to sit and/or stand for an extended period of time while performing work duties.
6. Must be able to perform essential job functions in an environment that sometimes will include increased levels of work-related stress.
7. Must be able to operate a variety of office machinery and equipment including computers, fax machine, calculator, printer, copier, etc.
8. Must be able to maintain punctuality and attendance as scheduled.
9. Requires the ability to communicate to people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates.
10. Requires the ability to read a variety of reports, correspondence, forms, ledgers, logs, applications, manuals, budgets, etc. Requires the ability to prepare correspondence, reports, forms, budgets, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to communicate to people with poise, control and confidence.
11. Requires the ability to utilize mathematical formulas to add, subtract, multiply and divide, utilize decimals and percentages, interpret graphs.
12. Requires the ability to handle a variety of items such as office equipment. Must have minimal level of eye/hand coordination.
13. Must be able to communicate via telephone and electronic communication including email.
14. An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

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KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the modern principles, practices and techniques pertaining to accounting, budgeting, financing, financial reporting procedures and requirements and fiscal management of housing programs.

Thorough knowledge of the policies and procedures of the HAAC, the US Department of Housing and Urban Development and other regulating and funding agencies, accounting control requirements and auditing principles and procedures.

Thorough knowledge of applicable federal (HUD), state and local laws and regulations pertaining to public housing authorities and the Housing Authority's operating policies and procedures as they pertain to the position.

Considerable knowledge of the principles of supervision, organization and administration practices and procedures, including but not limited to the techniques of personnel management, training and performance evaluation. Ability to plan, direct and supervise the work of others, delegate responsibility and authority, and to hold subordinates accountable for tasks assigned.

Ability to present information in a clear, organized and convincing manner. Ability to read and comprehend complex material.

Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.

General knowledge of the principles of supervision, organization and administration practices and procedures.

General knowledge of methods used in negotiations, mediation and settlement.
Ability to perform mathematical computations rapidly and accurately.

Ability to maintain adequate records.

Ability to initiate work projects and to work independently.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact, courtesy, firmness in frequent contacts with HAAC.

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Ability to direct and supervise subordinates in a professional, friendly manner.

Perform all other duties as directed by the Executive Director.

Supervision Controls:

The Employee receives occasional broad instructions for the Executive Director. The employee initiates and follows through on activities without supervisory direction. Deadlines, priorities and objectives are developed independently or in consultation with the Executive Director. The employee's work is reviewed occasionally by the supervisor and annually by external auditors and HUD for adherence to policies and procedures and attainment of objectives. This employee provides guidance to subordinates in the Finance Department, setting priorities and deadlines. Such guidance is usually broad and nonspecific unless an unusual situation or problem arises. The employee monitors the work of subordinates for accuracy, completeness, conformity to policy and achievement of goals and/or objectives. The employee may evaluate subordinate's job performance periodically. Recommends hiring, evaluation, discipline and termination of assigned staff.

Guidelines:

Guidelines include published laws, regulations, handbooks, financial and accounting standards established through nationally recognized accounting standards boards. Independent research is necessary depending on the activity and/or task requirements. Upon personal initiative, the employee may obtain informal guidance and assistance from other Authorities and professional organizations.

Complexity:

The employee performs a wide variety of related tasks ranging from routine and repetitive to relatively complex financial matters. The employee must identify the work that needs to be completed, determine how to accomplish it and coordinate, integrate and prioritize a variety of tasks or assignments. The employee must make regular decisions involving usual and unusual circumstances, conflicting data or other non-routine occurrences. Routine work is structured; problems encountered by the employee may require extensive analysis to identify them. Everchanging rules/regulations regarding HUD reporting contribute to the complexity of essential job functions. Decisions and issues facing the employee involve the impact on Authority's operations and options to restore operations as promptly as possible. Projects must align with the Authority's mission and fit within the strategic plan. Some difficulty may be experienced in performing inter-departmental, large-scale projects involving significant change. Originality, imagination and broad technical knowledge are required to successfully achieve objectives.

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Scope and Effect:

The employee's work affects other Authority departments, all of the Authority's housing programs, residents and the financial solvency of the Authority and can determine to a great extent the quantity and quality of housing and services the Authority is able to provide for low-income families. Successful accomplishment of tasks by the employee can enhance the Authority's ability to provide housing that is decent, safe and sanitary and to render adequate services to residents.

Personal Contacts:

The Director of Finance has contact with federal and state personnel, coworkers, residents, contractors, vendors, consultants, banks, auditors, Board or Commissioners and other businesses or firms. Personal contacts serve multiple purposes including: giving and exchanging information, making decisions, justifying, defending and resolving problems. The primary purpose of contacts is to gain, clarify or share information; plan, coordinate, provide services, motivate, influence, justify, defend, negotiate or resolve problems.

DISCLAIMER STATEMENT:

The Housing Authority of the City of Lumberton is an Equal Opportunity Employer. This job description is subject to change and in no manner states that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions. However, it does not restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills and abilities to perform the job may be considered at the discretion of the Board of Commissioners.

Employment with the Housing Authority of the City of Lumberton is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Signatures/Approval:

_____ Date: _____

_____ Date: _____