



## **DIRECTOR OF FINANCE**

### **DEFINITION**

Under administrative direction, plans, directs, and performs highly complex and responsible tasks related to the development and administration of the Housing Authority's finances, budgets, financial reporting, investment program, and accounting and bookkeeping systems; ensures accurate and timely financial reporting; ensures agency financial goals and objectives are attained; provides effective leadership and supervision of Finance personnel; implements fiscal policies and controls in accordance with Generally Accepted Accounting Principles (GAAP), applicable regulations, and Housing Authority policies and procedures; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from assigned supervisory or management personnel. Exercises general direction and supervision over professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a department director classification that oversees, directs, and participates in all activities of the Finance Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Executive Director/Chief Executive Officer and Deputy Executive Director/Chief Operating Officer in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of a Board of Commissioners, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering Authority goals and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes full management responsibility for all Finance Department programs, services, and activities, including budget management, cash management and investments, annual audit activities, revenue collection, payroll, accounts payable, financial reporting, grants, and related programs.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within agency policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget and Authority-wide budgets; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and

- performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and Authority needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
  - Manages the development and administration of the Authority's annual operating budget and, in conjunction with the Director of Property and Development, the capital improvement budget; performs financial forecasting and planning; tracks the adopted budget and prepares periodic budget reviews for submission to Authority departments.
  - Establishes the Authority's budgeting, accounting, and financial reporting practices and processes; establishes, evaluates, and maintains internal control procedures; responds to and implements audit recommendations; ensures compliance with federal, state, and local government and HUD accounting and financial reporting standards and controls and with Generally Accepted Accounting Principles (GAAP).
  - Oversees all activities related to the Housing Authority's accounting function, including financial transaction processing, record keeping and reporting, payroll, accounts payable, accounts receivable, grants allocations, the issuance of checks, and cash receipts.
  - Provides highly complex staff assistance to the Executive Director/CEO and Deputy Executive Director/COO; prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to the Board of Commissioners and various commissions, committees, and boards as necessary.
  - Provides professional support in the areas of expertise for the administration of employee compensation and benefits programs.
  - Represents the department to other Authority departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
  - Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of accounting, finance, and affordable housing.
  - Receives, investigates, and responds to difficult and sensitive problems and inquiries in a professional manner; researches information; identifies and reports findings and takes necessary corrective action.
  - Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, and reconciliation; grant funding and public agency revenue management.
- Public agency contract administration, Authority-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of affordable housing, tax credit, and property management programs relevant to the areas of responsibility.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the areas of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction for the division and the Authority.
- Prepare and administer large, complex budgets; allocate limited resources in a cost-effective manner.
- Effectively administer a variety of finance, accounting, and affordable housing programs and administrative activities.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain accurate databases, records, and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Authority in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the Authority and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree in accounting, finance, business administration or related field and five (5) years progressively responsible finance experience managing government accounting, reporting, and cost allocation functions.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate, valid California driver's license upon appointment and DMV driver record that meets the Housing Authority's insurability requirements.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle to visit various Authority and meeting sites; vision to read

printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

I have read and understand the contents of the class description.

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Employee Signature

Date