



ASHEVILLE HOUSING AUTHORITY
165 SOUTH FRENCH BROAD AVE.
ASHEVILLE, NORTH CAROLINA 28801

The mission of the Asheville Housing Authority is to provide safe, quality, and affordable housing, to expand available resources, and to collaborate with the community to create opportunities for resident self-reliance and economic independence.

Our core values are Compassion, Equity, Fairness Integrity, Openness, Patience, and Respect.

JOB POSTING FOR: DIRECTOR OF FINANCE
JOB TYPE: FULL TIME EXEMPT
SALARY: \$105,000 - \$125,000 PER YEAR (DOE)

GENERAL STATEMENT OF JOB

The Asheville Housing Authority seeks to hire an experienced Director of Finance who will monitor, direct and implement the financial activities of the Asheville Housing Authority. Reporting directly to the President & CEO, the Director of Finance will assist on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs, reporting, audit compliance and securing new funding. The Director of Finance will confidentially observe all Housing Authority matters and must also exercise tact and courtesy in contacts with federal and local officials, auditors and departmental personnel.

In this position, the Director of Finance will perform a variety of administrative and supervisory tasks involving maintaining financial records and preparing reports for internal use; reviewing and approving general ledger entries; managing the investment of agency funds; preparing and analyzing the Housing Authority's low-income housing, operating budgets, Housing Choice Voucher Program, and various capital or modernization grant programs.

For an application, please visit the Employment page on the Asheville Housing Authority website at <https://haca.org/employment-opportunities/>, or contact Ms. LaFredia Morris at (828) 258-1222. You may also apply by submitting a cover letter and resume via email to jwilloughby@haca.org, via USPS mail or by hand delivery to the Housing Authority of the City of Asheville - Central Office (165 S. French Broad Ave., Asheville, NC 28801). Applications /resumes will be accepted until this position is filled. The Housing Authority is an equal opportunity employer.

ESSENTIAL FUNCTIONS

- Assists in performing all tasks necessary to achieve the organization's mission.
- Work with CEO and other executive management staff to develop the annual operating budget.
- Work with CEO to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes:
 - Interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, state, local, and contractual guidelines.
 - Ensuring that all government regulations and requirements are disseminated to appropriate personnel. Monitoring compliance.

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- Responsible for all professional relations with all staff, residents, other organizations and the community at large.
- Supervises all financial activities; maintains an efficient management control and reporting system to reflect total performance cost; and maintains various financial records and prepares periodic reports for internal use by the board and to ensure compliance with HUD requirements.
- Analyzes operating budgets to ensure compliance and to maintain effective fiscal control for all Housing Authority programs; oversees budget amendments as necessary; makes appropriate ledger adjustments and estimates available funds; and interprets, implements, and monitors accounting systems to ensure compliance with federal regulations.
- Ensures the overall Housing Authority budgets and ensures that budget revisions reflect sound fiscal management and that all costs are allocated according to Federal regulatory requirements [2 CFR 200]. The Finance Director will be responsible for creating and maintaining compliance with a cost allocation plan every year.
- Ensure adequate internal controls are implemented and required documentation is approved and available for audit compliance.
- Establish and supervise the maintaining of required computerized accounting systems (A/P, TAR, Payroll, General Ledger, etc.) for all Housing Authority programs, and affiliated non-profit businesses.
- Acts as point of contact for annual audit process with third-party firm.
- Direct the work of third-party Accounting firm as needed for month-end closeout.
- Ensures the cash position, cash needs and anticipated receipts from all sources are always known and that sound fiscal judgement is exercised in utilizing these funds.
- Oversee year-end process:
 - Closes out revenues and expense accounts at year-end & prepares year-end reports.
 - Ensures that the annual Financial Data Schedule submission to HUD is completed accurately and submitted timely.
 - Reviews reports and makes recommendations as appropriate.
- Supervises staff processing journal entries posted to general ledger entry to ensure completion and accuracy of information.
- Recommends to the CEO and Board the investment of idle funds ensuring an adequate return on investments while maintaining funds' safety and liquidity. Prepares periodic reports on agency investments and securities for presentation to the CEO and Board.
- Requisitions all funds and proceeds from all sources after full analysis of the cash needs and requirements for the requisition period.
- Oversee all required financial reports for all Housing Authority programs and affiliated nonprofit businesses.
- Prepares or reviews monthly financial reports of all Housing Authority and affiliated nonprofit businesses. Makes recommendations to the CEO regarding any improvements that are necessary to meet the Housing Authority's goals and objectives.
- Reviews audit reports/investigations and follows up with the appropriate department head to ensure that corrective action is taken.
- Supports the CEO and HR Director in evaluating insurance plans and health care coverage opportunities.
- Oversees the inventory of all fixed assets, including assets purchased with government funds (computers, etc.) and ensuring that they are all in accordance with federal regulations.
- Supervises, trains, assigns and assists Accounting Department staff. Ensures that department personnel comply with the Asheville Housing Authority policies and procedures, HUD regulations and guidance, Government Accounting Standards Board, and Generally Accepted Accounting Principles.
- Evaluates departmental personnel job performance and recommends personnel action as appropriate.
- Attends monthly meetings of the Housing Authority Board of Commissioners to report financial status to the Board.

Note: The above duties are intended to describe the general content of and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

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KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the principles, methods, and practices of accounting and financial management issues of all housing programs, non-profit corporations and other properties owned or managed by The Asheville Housing Authority, and commitment to participate in ongoing training opportunities offered by HUD, industry groups, and Asheville Housing's fee accountant.
- Thorough knowledge of modern office practices and procedures and of standard office and accounting equipment.
- Thorough knowledge of the principles and practices of public administration.
- Thorough knowledge of the approved principles and standard practices of centralized, budgetary accurate accounting, and treasury management.
- Thorough knowledge of the approved principles and standard practices of budgeting and accounting standards (GAAP and GASB).
- Considerable knowledge of the accounting and financial management practices associated with Housing Authority operations.
- Considerable knowledge of the operation of computer-driven word processing, spreadsheet and file maintenance programs.
- Ability to maintain standard accounting and control measures for the Housing Authority.
- Ability to assign, direct, supervise and review the activities of subordinate workers.
- Ability to prepare and submit clear, concise and accurate reports and to compile and analyze financial statements and reports.
- Ability to effectively express ideas orally and in writing.
- Ability to exercise considerable independent judgement and initiative in directing a fiscal control system.
- Ability to establish and maintain effective working relationships with other employees, officials, and the public.

MINIMUM TRAINING AND EXPERIENCE

Education:

Bachelor's degree in accounting or related field from an accredited college or university or equivalent work experience required. Certified Public Accountant (CPA) license preferred.

Experience:

3-5 years of accounting experience and management experience with the day-to-day financial operations of an organization of at least 100 employees, or with a CPA firm advising such businesses. Two years of direct HUD and/or Housing Authority experience required. Experience with Yardi & Rent Café preferred.

SPECIAL REQUIREMENTS

- Valid North Carolina issued Driver's License
- The Housing Authority of the City of Asheville requires all applicants to have a background check and a drug test before the commencement of employment

STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to operate a variety of office machinery and equipment including computers, facsimile machines, calculators, copiers, printers, etc. Must be able to move objects of up to 10 pounds occasionally, and/or up to 5 pounds frequently, and/or a negligible amount of constantly. Must be able to operate a motor vehicle. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires movement of objects greater than

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that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Interpersonal Communication: Requires the ability to communicate with people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, ledgers, logs, applications, appraisals, etc. Requires the ability to prepare correspondence, reports, forms, audits, appraisals, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to communicate with people with poise, control, and confidence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Must be able to communicate via telephone.

BENEFITS

- Medical Insurance - (100% Company Paid for Employee)
- Dental, Vision, Life
- Short-Term & Long-Term Disability (100% Company Paid)
- 401k with 7% Employer Contribution
- PTO = 4 weeks
- 11 Paid Holidays