

Section III

660. Finance Officer

Definition:

This classification, under the direction of the Executive Director, or his/her designee, develops, implement, monitors and coordinates all financial operations, including purchasing. Develops related and appropriate internal controls, and supervises assigned staff. This position also performs administrative and governmental fund accounting in accordance with GAAP, as well as the ability to perform complex and difficult accounting and budget management. Performs other duties as required.

Example Of Duties:

The *essential* job tasks for this position may include but are not limited to the following: supervise assigned departmental staff in daily tasks, pertaining to the technical and financial operations of the Housing Authority, reviews and evaluates work of subordinate personnel, and provides overall direction of their training; responsible for planning, organizing, coordinating and directing in accounting/purchasing as well as financial activities; supervises and participates in expenditure projections, payroll processing, receipt and disbursement of funds, internal auditing and related fiscal activities. Directs the preparation of a wide variety of financial statements and reports; develops pertinent accounting procedure, plans, coordinates and reviews the priorities of the complete financial program of the Housing Authority. Makes recommendations to the Executive Director; receives requests from departments and confers with them regarding budget year, and as directed, analyzes and prepares reports on the status of budget accounts and regulatory requirements. Advises on the organization or reorganization of fiscal work units; coordinates and audits all project revenue functions; accounts for all funds for proper auditing and computer posting of all account records. Develops and maintains bank accounts for all funds in the Authority's custody. Makes every effort to collect outstanding receivables, including the use of collection agencies. Insures all record-keeping tasks are properly performed in accordance with HUD's regulations, as well as GAAP. Prepares and submits all HUD and REAC, financial statements and required financial information throughout the year and at the year-end, within stipulated deadlines. Assists external auditors in the preparation of annual financial statements, and performs special assignments as directed by the Executive Director.

Marginal job tasks may include but are not limited to the following: Attends staff meetings on budget or related items; keeps abreast of legislative programs and changes that may have an impact on budget and financial needs; provides financial data to department directors/managers in a timely manner which is essential to the monitoring and control of those respective programs. Prepare comprehensive written reports as required; assists in the preparation of grant proposals and applications, and assists other staff in areas relating to the budgetary process. Establish and maintain an accounts

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receivable and payable for all aspects of the Authority and performs other marginal job tasks as determined by the department director.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required to perform these essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of the following: Modern accounting theories, principles and practices of accounting and financial management and their application to a diversity of accounting transactions and problems. Comprehensive knowledge of the principles of GAAP and HUD accounting. Considerable knowledge of budgeting, fiscal procedures, methods, laws and regulations applying to accounting operations, a regulated under the Department of Housing and Urban Development (HUD), and the State Housing and Community Development (HCD) is desirable. Knowledge of internal auditing procedures and principles and practices of general modern office procedures and methods. Principles and practices of employee performance management, as well pertinent federal and state codes and regulations and general accounting procedures and principles which pertain to the financial management of a public housing agency. Knowledge of basic report presentation and letter writing; principles and practices of data collection and report preparation; safe driving principles and practices, and procedures for input and retrieval of data utilizing as automated computer network.

Ability to perform the following: Supervise, organize, review and evaluate the work of subordinate staff. Communicate clearly and concisely, both orally and in writing. Maintenance of required records, and preparation of accurate statistical reports. Compliance with principles, laws and procedures involved in the financial reporting practices as applied to governmental accounting regulations; establish and maintain cooperative working relationships with those contacted in the course of work, and correctly and clearly interpret and explain policies and procedures to other staff or persons to whom such information is requested to be given. Design and implement new, improved accounting and record keeping systems, including computerized systems. Analyze and evaluate accounting and auditing problems; analyze and interpret financial and accounting records; develop pertinent accounting-related data in the preparation of reports and statements, and develop and implement accounting system modifications. Demonstrate the ability to understand, interpret and implement complicated HUD accounting policies, procedures, rules and regulations; exercise independent judgement and initiative in routing decision making, and interpret and monitor the compliance with written procedures. Safely and correctly operate a computer, ten-key calculator, typewriter, copy machine and other standard office equipment, and maintain a neat

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personal appearance appropriate to the performance of assigned duties and responsibilities. Critically analyze complex program operation issues; prepare clear and concise reports; successfully resolve staff conflicts; identify existing or potential problems, correctly determine cause and recommend effective course of action. Safely operate a motor vehicle, and maintain good attendance and punctuality. Effectively perform essential job functions within a stressful environment, and demonstrate the ability to be cooperative and flexible.

The following **skills** are required for this classification: Operate computer programs at an intermediate level or above within a Windows 98 or upgraded program environment, including electronic mail, Microsoft Excel, PowerPoint and Microsoft Word. Establish and maintain accounting systems and contracts. Perform complex mathematical concepts such as probability and statistical inference, and correctly interpret published Federal regulations and any applicable policies to staff. Have good time-management skills and the ability to organize daily work assignments and meet stringent time frames. Develop and maintain a positive work environment, and encourage team-building skills among subordinate staff, including principles and methods of supervision, and maintain harmonious rapport with co-workers, staff and clients. Administer daily tasks in an efficient manner to meet program goals and objectives; determine priorities, and adjust to necessary changes in priorities. Displays good conflict-resolution and mentoring skills. Maintain and promote a safe working environment within the workplace. Must also demonstrate good public speaking skills, and speak effectively before groups.

Education:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: equivalent to a Bachelor's Degree (120 units) in Business Administration, Accounting, Finance or any equivalent degree within a generally related field of business, business administration or accounting from an accredited college. Experience which would be equivalent to and substituted for the educational requirements would be from any employment position in which the essential functions of this position were performed, preferably within a Housing Authority, housing non-profit, or government/municipal organization. Experience used to satisfy the education requirement must be in addition to any other experience requirement of this position. One (1) year of actual experience in performing the essential functions of this position would be equivalent to one (1) year of the education requirement (30 units). Some of the experience must include working with an automated accounting system.

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Experience:

At least five (5) years of increasingly responsible administrative experience in finance, data processing and computer experience, including two (2) years in a supervisory capacity. Preferable that any qualifying experience should include some background in GAAP and HUD accounting.

License:

Mandatory to possess a valid California driver's license at the time of appointment, and must present a DMV printout if required by the employer for verification. Applicant must also be insurable and acceptable to the insurance company providing auto insurance to the Housing Authority.

Bonding:

Must be acceptable and qualify for bonding to the extent required by the Housing Authority's bonding insurance carrier. A full background investigation, including a consumer credit report will be required.

Other Qualifications:

Must be able to verify that physical condition is satisfactory for the requirement of the position. Employees must demonstrate the ability to satisfactorily perform the essential functions of the job, with or without reasonable accommodations for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Initial employment shall be conditional on such verification and determination by a required standard pre-employment physical at the expense of the employer. Existing Housing Authority employees are exempt from satisfying this criteria regarding conditionality of employment prefaced by a pre-employment physical.

To be an employee of the Housing Authority, a person must be a citizen of the United States or an alien who has either been lawfully admitted for permanent residence, or authorized to be employed under the terms of the Immigration And Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.

Must maintain a drug-free status in accordance with the Housing Authority Drug Free Workplace Policy.

Classification Status: Management & Confidential (Exempt)
Exempt (FLSA) 04/03