

# **HOUSING AUTHORITY**

## **of the**

# **COUNTY OF CONTRA COSTA**

Approved: 07/99  
HACCC.M04

Reviewed: 00/00/00  
Revised: 00/00/00

DIRECTOR OF FINANCE  
(FLSA Exempt)

### **DEFINITION/PURPOSE:**

Plan, organize, direct, coordinate, and monitor the Authority's program of general accounting, payroll and fiscal record keeping functions. This includes the review and evaluation of accounting systems and methods, the conduct of ongoing budget review and analysis, and the investment of Authority funds. Assists the Executive Director in the development and implementation of a fiscal plan that maximizes the funds available for the Authority's use in accomplishing its goals and objectives. Provide fiscal management information to the Executive Director and other management staff.

### **DISTINGUISHING CHARACTERISTICS:**

This single position management classification is responsible for the management and administration of the systematic recording and reporting of financial and budgetary transactions of the Authority, which are major elements of staff support for the Authority's mission. It differs from all other classifications in that it solely responsible to the Executive Director for the effectiveness, efficiency, and success of these programs as a department head.

### **SUPERVISION RECEIVED AND EXERCISED:**

Operates under the direct supervision and general direction of the Executive Director, with significant independence.

Provides direct and indirect supervision to assigned professional, technical, and clerical personnel.

### **ESSENTIAL JOB FUNCTIONS:** Duties include, but are not limited to, the following:

- Supervise and participate in the preparation of the annual budgets and expenditure projection, payroll processing, receipt and disbursement of funds, internal auditing and allied fiscal activities.
- Direct the preparation of a wide variety of financial statements and reports. Conduct studies and prepare reports on Authority operations, including capital outlay projects. Analyze and prepare reports on the status of the budget accounts and requirements.
- Invest Authority funds in accordance with federal and state guidelines.

- Plan, coordinate, and review the priorities of the complete financial program of the Authority.
- Develop both accounting and computer procedures. Plan, design, and coordinate revised accounting methods and systems and make such recommendation to the Executive Director.
- Receive requests from departments and confer with them regarding budgetary and accounting problems and priorities.
- Receive budgetary requests from departments and other operating units and compile data received. Review requests for additional personnel, furniture and equipment, building alterations and space, and other requests for budgetary additions, and make preliminary budget recommendations. Advise on the organization or reorganization of fiscal work units.
- Direct the operation of the data processing system used by Authority staff. Evaluate the appropriateness of data processing adaptations
- Compile and submits estimates of revenue for the budget year. Review expenditure throughout the budget year.
- Attend staff meetings on budget matters and keep abreast of legislative changes and programs that may have an impact on budget needs.
- Undertake special assignments as directed by the Executive Director.
- Supervise the preparation of monthly activities and status reports.
- Respond to and resolve issues pertaining to department programs. Advise Executive Director, in a timely manner, on necessary actions, problems or requirements.
- Serve as a policy and program advisor to the Executive Director regarding management and operations issues and other Authority-wide matters.
- Delegate duties to subordinates. Review and prepare draft Authority comments on proposed Federal, State and local regulations and their prospective impact on department and authority programs. Suggest alternative courses of action, as applicable.
- Develop and maintain departmental policies and procedures. Assist in the development of Authority policies and procedures implementing Federal, State, and local directives and statutes and other Authority programs; and, as applicable, procedures for department activities and programs.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of departmental work. Hold and conduct regular staff meetings, to include the communication of and training in Authority policies.
- Responsible for departmental employee training, motivation, supervision, and evaluation. Recommend salary increases and take disciplinary action as necessary and authorized. Approve leave requests and time cards.
- Participate in the selection of department staff.
- Make verbal reports and presentations to the Board of Commissioners and other bodies. Prepare resolutions for Commission review and approval.
- Responsible for the accuracy and timeliness of the Authority's periodic payroll.

## **OTHER JOB FUNCTIONS:**

- May represent the Authority at public meetings and conferences.
- May act as an Authority hearing officer.
- Manage the Authority-wide area computer network.
- Perform related duties as assigned.

## **SPECIAL REQUIREMENTS:**

Knowledge of – Principles and techniques associated with the management of general accounting and financial record keeping. Principles of accounting, budgeting, fiscal procedures and methods, and laws and regulations applying to accounting operations regulated under HUD. Internal auditing procedures. Principles and practices of budget development and administration. Personnel practices, supervision, training, and administration. Public housing laws, program and agency rules, regulations, standards and programs, and the local and national financial markets. Tax credit financing of affordable housing projects, and management information systems.

Ability to – Plan, organize, direct, and coordinate work in a manner conducive to full performance and morale. Effectively train, supervise and evaluate subordinates. Maintain confidentiality. Analyze, interpret and prepare financial statements and reports. Effectively handle the investment of Authority funds. Design and implement new, improved accounting and record keeping systems, including computerized systems. Comprehend and interpret complex rules, regulations and laws. Establish and maintain effective working relationships with others. Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups. Prepare and work within established budgets. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates – None required.

California Driver License - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb, stretch, bend, walk over uneven ground, and operate keyboard equipment. A majority of work is conducted in a standard indoor environment.

Other – Provide an annual Statement of Economic Interest

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Will be required to take a pre-employment physical examination.

- Be bondable

## **MINIMUM QUALIFICATIONS:**

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Five (5) years of increasingly responsible experience in a housing authority or other public or private agency with accounting, financial analysis, budget preparation, or data processing assignments, as well as the implementation of federal, state, and local laws, regulations, and related directives. Two years of supervisory experience is required.

Education – Possess a Bachelor's Degree from an accredited college or university with a major in accounting, finance, business administration, public administration, or a related field. Experience of the type indicated may be substituted for the required education on a year-for-year basis, up to a maximum of three years. Possession of a Master's Degree from an accredited college or university in one of the related fields may be substituted for one year of required experience. There shall be no substitution for the supervisory experience.