

BROCKTON HOUSING AUTHORITY

Assistant Director of Finance

Rate of Pay: \$80,000 - \$100,000

Location: Administrative Offices

Hours Per Week: 35.

General Statement of Duties: Responsible for assisting and preparation of all financial records required by the Authority and the other governmental agencies providing funding to the Authority. General supervision of the accounts receivable including rent collection, accounts payables, and front end personnel and functions.

Supervised By: Chief Financial Officer

Responsibilities:

1. Audit Receipts by other organizational units of the Department.
2. Assist in the preparation of all financial books and reports for the agency.
3. Assist in the preparation of budget estimates
4. Participates in the development and financial oversight of any new financial platforms used by the Authority, including, but not limited to, HUD's Rental Assistance Demonstration, Tax credit programs and other non-traditional financial mechanisms used to fund affordable housing.
5. Make detailed audits and reconciles funds by banks and controls.
6. Assist in the annual preparation of Management Discussion & Analysis. (MD&A)
7. Maintain journals and accounts for associated non-profit activity.
8. Supervise and back up accounts receivable, accounts payable, payroll and rent collections personnel
9. Review of source data, journalizing of all transactions, posting to general and subsidiary ledgers, taking of monthly trial balances and preparing of required financial statements and reports.
10. Ensures that accounts payable invoices are processed in accordance with the Authority's policies and have appropriate authorizations.
11. Oversees all Departmental personnel actions, including promotions, salary and benefits and disciplinary actions in coordination with the CFO and Human Resources staff.
12. Identifies staffing and overall organizational needs and responds accordingly to ensure the efficient operation of the Department in coordination with the CFO.
13. Provide ongoing related training to staff.

14. Maintain information contained in State and Federal automated electronic data systems
15. Attend meetings and appropriate job trainings as required or assigned by supervisor.
16. Perform duties consistent with agency/program policies and procedures.
17. Execute duties to reflect reasonable safety standards. Universal precautions must be utilized and training obtained in areas that constitute risk.
18. Perform other work-related duties as required or as assigned by supervisor/designee.

Qualifications:

- Bachelor's Degree, from an accredited college, in Business Administration, Finance, Public Administration or a closely related field.
- Minimum of five (5) years of responsible professional supervisory experience in accounting work, preferably in public or affordable housing.
- Experience with various financial mechanisms such as tax credits preferred but not required.
- Demonstrated considerable knowledge accounting principles and techniques and the ability to apply and adapt standard methods to varied account transactions and problems. Knowledge of Government Accounting Standards Board Statement # 34, (GASB 34) helpful.
- Demonstrated knowledge of management practices, ability to positively lead and manage diverse groups of people to reach a shared common goal/objective, and ability to plan, direct, and supervise others.
- Demonstrated extensive knowledge of personal computer and Microsoft applications including word processing, database, spreadsheet applications, email, Internet, etc.
- Ability to apply principles of analytical thinking to define problems, collect data, establish essential facts, and draw conclusions.
- Ability to interpret a variety of regulatory and related technical instructions.
- Ability to assess organizational dynamics.
- Strong expository skills - ability to communicate clearly and directly both orally and in writing.
- Solid listening skills - ability to clearly interpret what is being said, and to respond appropriately in the best interests of the Authority.
- Ability to use practical application of mathematics - ability to form a credible budget and knowledge of budgeting principles.

Thomas G. Thibeault, Executive Director

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Date: 5/21/21