

Director of Finance
BROCKTON HOUSING AUTHORITY

The Brockton Housing Authority, a nationally recognized and award winning public housing authority, located in Brockton, Massachusetts is presently accepting applications for the position of **Director of Finance**. Responsibilities include, but are not limited to, development and management of budgeting, accounting, auditing, and financial reporting as regulated by HUD, the IRS, and state and local regulation in a thoughtful and analytical manner. As the Director of a Finance Division with eight employees, the successful candidate must possess solid listening skills; the ability to clearly interpret what is being said, and to respond appropriately in the best interests of the Authority and possess the ability to positively lead and manage diverse groups of people to reach a shared common goal/objective.

A resume and cover letter must be mailed, emailed, or hand delivered to the Director of Human Resources, Brockton Housing Authority, 45 Goddard Road, Brockton, MA 02301. The position will remain open until filled.

Nature of Work: This is a responsible position for which the successful candidate will have the responsibility of overseeing the full spectrum of the financial affairs of a public housing authority which owns and manages over 2000 units of state and federal public housing, administers over 2000 rental assistance vouchers, has a successful scattered site affordable housing program and numerous other social and economic programs with a total budget in excess of Forty Million Dollars per year.

Qualifications: MBA with 5 years of public or affordable housing with supervisory accounting/financial experience or a Bachelor's degree required in Business, Finance or Accounting, with a minimum of 7 years supervisory financial experience in public and/or affordable housing. A working knowledge of grant funding, RAD, LIHTC, project and tenant based vouchers, asset management and the Capital Fund Program is a plus. Must be able to be bonded.

Annual Salary Range: \$100,000 to \$123,000 per annum, based upon experience, with an excellent benefits package including health, dental, vision, disability & life insurance; pension plan.

A full job description can be found at www.BrocktonHousingAuthority.com.

The Brockton Housing Authority is an Equal Opportunity Employer

BROCKTON HOUSING AUTHORITY

Director of Finance

Rate of Pay: \$.

Location: Administrative Offices

Hours Per Week: 35

General Statement of Duties: This is an executive level professional, hands on, accounting position. The work performed must be done within prescribed procedures, but involves the application of independent judgment in applying accounting principles and techniques to varied work transactions. Responsible for conducting the financial affairs of the Authority and for maintaining such fiscal records as are required by the Board of Commissioners and the laws, statutes, ordinances and regulations under which the Authority operates. Work includes independently maintaining all financial statements and accounts of the Authority. Employee is expected to develop and recommend the installation of procedural changes as circumstances warrant. Supervision is exercised over those assigned, including clerical and accounting personnel. Work is generally reviewed upon completion for overall standards or performance through the services of an independent Fee Accountant and through an Annual Audit.

Supervised By: Assistant Executive Director

Responsibilities:

1. Supervise all systems of accounting and bookkeeping, for the Brockton Housing Authority (BHA) other entities it manages.
2. Supervise those assigned, including but not limited to the Procurement, Accounts Payable and Accounts Receivable (Rent) functions.
3. Audits internal control procedures by other organizational units of the Authority
4. Prepares reports and statements, interprets financial data for administrative superiors, HUD, DHCD and other funding agencies.
5. Supervises and is responsible for the implementation of and the operation of Project Based Budgeting and Project Based Accounting.
6. Responsible for the development, implementation, evaluation and monitoring of fiscal management policies, practices, and procedures for the BHA in conformance with generally accepted accounting principles and the requirements of both DHCD and HUD.
7. Reviews new programs and makes recommendations on the financial implications to the BHA
8. Reviews and approves **ALL** financial statements.
9. Reviews and approved all journal entries for all programs.
10. Controls the cash flow of the Authority and the investment of idle funds.
11. Review contracts as to their financial aspects and make recommendations as required.
12. Perform financial analysis and modeling, and implement reporting tools and presentations, to inform the management of the Authority of the financial status, financial opportunities, and other relevant matters, as to assist both the planning and monitoring of the agency itself as well as its various lines of business, including housing development, housing operations and resident services.

13. Assist the Executive Director and Assistant Executive Director in the preparation of a variety of evaluative and comparability reports on the BHA financial conditions.
14. Maintains property inventory and control records and depreciation schedules.
15. Authorizes payments of vendor's invoices and oversees accounts payable for all vendors and contractual obligations.
16. Acts as liaison with funding governmental agencies on all matters affecting the finances of the Authority.
17. Assist in training of other BHA staff on accounting and finance related matters and requirements.
18. Participates in working groups and committees involved in the review and development of new administrative systems and BHA policies when requested.
19. Attends meetings with private and public entities to represent the Authority as required.
20. Meets with and consults with residents groups as required.
21. Works with Fee Accountant on the Financial Plan, Budgeting and Year End Close for the Authority and other entities it manages.
22. Prepares and monitors the Operating Budget of the BHA and other entities it manages.
23. Performs other related duties as required.

Qualifications and Skills:

- Comprehensive knowledge and understanding of and ability to apply Generally Accepted Accounting Principles ("GAAP"), Governmental Accounting Standards Board ("GASB") principles, and ability to work in complex state (DHCD) and federal (HUD) regulatory environment especially as the regulations relate to accounting and finance.
- Comprehensive knowledge and understanding of and ability to apply modern principles, practices and techniques of public accounting, budgeting, performance monitoring, analysis, trending, financing, loans, mortgages and financial reporting and cost allocations.
- Comprehensive knowledge and understanding of and ability to apply the specialized accounting regulations and program requirements for various federal, state and non-profit funding sources
- Sophisticated knowledge of office computer software including Microsoft Word, Excel, Access and internet/e-mail systems including a working knowledge of data processing applications, particularly those related to finance and fiscal management.
- Knowledge of Low-Income Housing Tax Credit (LIHTC) Program, HUD public housing, DHCD public housing, Housing Choice Voucher, Non-Profit accounting, and other relevant HUD/federal/state programs.
- Knowledge and understanding of and ability to apply public procurement laws and regulations.
- Knowledge of grants management.
- Knowledge of insurance, particularly real estate property insurance.
- Ability to prepare, analyze, and discuss complex financial documents.
- Ability to discuss complicated financial matters orally with others.
- Skill in investing funds as to gain maximum financial benefits. Ability to develop financial controls and guidance materials for a large organization.

- Ability to exercise initiative, use sound judgment in analyzing situations, and make decisions in a timely manner
- Ability to work with third party accountants and auditors to complete monthly, quarterly, and annual financial schedules, reporting, and audits.
- Ability to organize and supervise a departmental staff consisting of both professional and clerical support staff and keep monthly reporting on-schedule.
- Ability to establish and maintain effective working relationships with employees, tenants, officials, vendors, and the general public
- Ability to be bonded and insured as the BHA's financial agent.
- Must have valid Massachusetts's driver's license and be insurable under BHA policies.

Experience and Education:

- A Master's in Business Administration or a Master's in Public Administration with five or more years of accounting and finance experience with public/low income housing or affordable housing or substantial financial experience in the non-profit sector overseeing multiple government grants, with supervisory responsibilities; or
- A Bachelor's Degree in Accounting, Business, Finance, or related field, with seven or more years of accounting and finance experience with public/low income housing or affordable housing or substantial financial experience in the non-profit sector overseeing multiple government grants, with supervisory responsibilities.

Thomas G. Thibeault, Executive Director

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Date:10.21.21