

Assistant 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 **Assistant 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 supervisor of a Finance Division with seven 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, tomp@brocktonha.com. 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 assisting in the 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.

Basic Qualifications: Bachelor's Degree, from an accredited college, in Business Administration, Accounting, Finance, Public Administration or a closely related field. Minimum of three (3) 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.

Annual Salary: \$80,000- \$100,000 per annum based upon qualifications and experience, together with an excellent benefits package including health, dental, vision, life insurance & pension plan.

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

The Brockton Housing Authority is an Equal Opportunity Employer