

## **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:**

The Assistant Director of Finance is a responsible, administrative management position that coordinates and performs a variety of accounting, bookkeeping, and reporting tasks. The incumbent is a vital team member of the Finance Department, whose departmental goals are to maintain fiscal stability and manage the financial operations of the Authority. The incumbent will supervise the accounts payable/receivable processes, including rent collection and supervision of office personnel.

Under the supervision of the Chief Financial Officer (CFO), the incumbent is responsible for coordinating the full-cycle of accounting duties for the Authority, including maintaining the accuracy of the general ledgers and working with the Fee Accountant (outside CPA) or others on the preparation and submission of required and supplemental financial reporting. The Assistant Director of Finance works closely with the Fee Accountant who provides expertise and guidance on the unique fiduciary, programmatic, reporting, and regulatory requirements of each Authority program. The Assistant Director of Finance and the Fee Accountant have periodic communications throughout the month regarding progress on processes, including monthly closeouts, end of year closeout, and completion of audits. The Assistant Director of Finance must inform the CFO about issues as they are encountered, as well as provide recommendations for addressing such concerns through changes in policy or processes.

**Supervised By: Chief Financial Officer**

### **Responsibilities:**

1. Supervise accounts receivable, accounts payable, and rent collections personnel and coordinate the processing of accounts payable and accounts receivable from multiple sources for the Authority and related entities;
2. Prepare and review of all transactions and journal entries in program ledgers, maintaining program ledgers in the prescribed format;
3. Compile cash receipts and cash disbursements along with completion of transactions for prepaid insurance and prepaid retirement;
4. Review source data, journalize all transactions, post to general and subsidiary ledgers, analyze trial balances and prepare required financial statements and reports.

5. Preparation, completion, and verification of ledger balances, special reports, and monthly bank account reconciliations with corresponding journal entries prior to Fee Accountant's monthly visit;
6. Work with payroll to ensure employee pay is properly allocated across many projects; and compile, report, budget, reconcile, and process payments of designated employee benefits, taxes, and unemployment insurance;
7. Provide outside auditors with assistance as requested; gather necessary account information and documents to perform periodic and annual audits, and assist in the preparation of the Management Discussion & Analysis. (MD&A)
8. Audit Receipts by other organizational units of the Department.
9. Assist in the preparation of budget estimates.
10. Maintain journals and accounts for associated non-profit activity.
11. Administrative support is provided for other team members on related tasks as needed, including quality assurance checks of various work products such as payable batches, data submissions, expense reimbursements, drawdowns, reports, and filing;
12. Participate 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;
13. Maintain knowledge of generally accepted accounting principles (GAAP) and procedures, monitor Financial Accounting Standards Board (FASB) proposed changes, and provide recommendations for compliance and implementation;
14. Account for all Departmental personnel actions, including promotions, salary/benefit changes, and disciplinary actions in coordination with the CFO and Human Resources staff.
15. Identify staffing and overall organizational needs and respond accordingly to ensure the efficient operation of the Department in coordination with the CFO.
16. Provide ongoing, related training to staff.
17. Maintain information contained in State and Federal automated electronic data systems.
18. Attend meetings and appropriate job trainings as required or assigned.

19. Perform duties consistent with agency/program policies and procedures.
20. Execute duties to reflect reasonable safety standards. Universal precautions must be utilized and training obtained in areas that constitute risk.
21. Lead or work on special projects and other work-related duties as required or assigned by CFO or designee.

**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 a government, public, or affordable housing setting.
- Demonstrated considerable knowledge of accounting principles and techniques; and the ability to apply and adapt standard methods to varied accounting transactions and problems. Knowledge of accounting in compliance with Governmental Accounting Standards Board statements is a priority.
- 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, draw conclusions, and explain results.
- Ability to interpret a variety of regulatory and related technical instructions.
- Ability to assess organizational dynamics.
- Strong expository skills - ability to communicate effectively, clearly and directly both orally and in writing.
- Solid listening skills, including the ability to clearly interpret what is being said or implied, and to respond appropriately in the best interests of the Authority.
- Ability to use practical application of mathematics and knowledge of sound budgeting principles.
- Experience with various financial mechanisms, such as tax credits, is preferred, but not required.

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Thomas G. Thibeault, Executive Director

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION  
EMPLOYER**

Date: 2/2/2023