

## **DIRECTOR OF FINANCE**

### **Job Summary**

This is a highly responsible administrative position in which the incumbent provides direct oversight of the financial components of the Authority's operation. The Director of Finance reports directly to the Executive Director and ensures that the Executive Director is kept informed of the financial status of the Authority and the financial impact of program changes. The incumbent is responsible for the completeness and accuracy of all budgetary and financial records required by the Authority itself or by another governmental agency providing funding to the Authority. The incumbent must have familiarity with the laws and regulations under which the Authority operates, and must be able to develop, install and monitor all controls necessary to protect the financial integrity of the organization.

### **Principal Tasks of the Deputy Director of Finance**

1. Interprets, implements, and administers the policies of the Board of Commissioners and Executive Director.
2. Responsible for the development, installation and evaluation of fiscal management policies, procedures and methods for the Authority.
3. Reviews all projects and proposed projects as to the financing or refinancing of the same.
4. Prepares annual budget for all funding governmental agencies.
5. Prepares monthly reports for Executive Director and other directors as necessary.
6. Prepares quarterly financial statements.
7. Responsible for various EOHLC and HUD reporting.
8. Works closely with the Executive Director to procure audit and fee accounting services. Works directly with the auditor during performance of the audit and the fee accountant on the submission of federal and state financial statements.
9. Controls the cash flow of the Authority and the investment of idle funds.
10. Reviews vendor contracts and ensure financial compliance.
11. Assists the Executive Director in the preparation of a variety of evaluative and comparability reports and union negotiations.
12. Responsible for insurance coverage of Authority property and processing of claims.
13. Maintains property control records ensuring that the Authority's assets are properly recorded and safeguarded.
14. Authorizes payments of vendors' invoices and oversees accounts payable records for all vendors and contractual obligations.
15. Oversees personnel matters of the Authority, including the maintenance of employee benefit records.

16. Primary liaison with funding governmental agencies on all matters affecting the finances of the Agency. Maintains relationships with EOHLC; HUD and tax credit funding agency.
17. Assists in the overall supervision of the integrated software system.
18. Performs other related duties as required.

#### Knowledge, Skills and Abilities

- Extensive knowledge of accounting and budgeting principles and practices.
- Ability to prepare complex financial documents.
- Ability to discuss complicated financial matters with others.
- Working knowledge of data processing applications, particularly those related to fiscal management.
- Ability to develop financial controls and guidance materials for a large organization.
- Considerable knowledge of public financial management principles, theory and practices.
- Ability to organize and supervise departmental staff.
- Ability to analyze complex financial documents.
- Considerable knowledge of insurance, particularly insurance of real property.
- Knowledge of personnel issues regulations and employee benefits.

#### Supervision Received

The incumbent receives broad supervision from the Executive Director. Incumbent is consulted on important matters that affect the financial stability of the Authority including budgets, regulatory requirements, and wage and salary issues and is looked to for advice and counsel on a wide variety of management matters, including personnel and union issues.

#### Supervision Given

The incumbent gives general supervision to the financial/accounting staff. The incumbent establishes departmental policies and procedures and establishes fiscal policies and procedures for the Authority with the approval of the Executive Director.

#### Education and Experience

- Bachelor's Degree in Accounting, Business, Finance or related field with five or more years' experience with public or affordable housing accounting and finance with supervisory responsibilities (CPA, Masters preferred but not required).

Other competencies required or Obtainable within One year

- Training in public housing rules and management techniques.
- Massachusetts Certified Public Purchasing Official

Salary: \$120,000 - \$137,000

The Framingham Housing Authority is an equal opportunity employer and qualified Section 3 residents, minorities, woman, handicapped, veterans, and all above are encouraged to apply. Send resume and cover letter to Janet Bibo, Framingham Housing Authority, 1 John J. Brady Drive, Framingham, MA 01702 or [jbibo@framha.org](mailto:jbibo@framha.org). This position will remain open until filled.