



TACOMA HOUSING AUTHORITY

JOB DESCRIPTION

THA FORM HR-05 (1)

JOB TITLE	DIRECTOR OF FINANCE AND ADMINISTRATION	Date of Last Modification	March 22, 2008
Department	Finance and Administration		
Reports to	Executive Director		
Supervises	IT Manager and Finance department staff		
Salary Range	TBD		

Work Schedule
Status
Wage and Hours Laws Status
Union Status

Full Time Part-Time
 Regular Position Sunset Position
 Non-Exempt Exempt
 Union Non-Union

THA is an equal opportunity employer. It considers all applicants without regard to race, color, national origin, religion or creed, gender, disability, marital status, familial status, age (over 40 years old), sexual orientation and gender identity. THA will also reasonably accommodate individuals with disabilities to allow them to apply or to perform the essential functions of the job. Applicants needing accommodation for a disability should make their request to the HR Department at least 24 hours in advance, if possible. (253) 207-4420. Questions, concerns or complaints regarding THA's application of its nondiscrimination policies should be directed to: Civil Rights Compliance Coordinator, 902 South L St, Tacoma, WA 98405; civilrights@tacomahousing.org or 253-682-6212.

1. PURPOSE OF POSITION

The purpose of this position is to direct the Department of Finance and Administration and, in that capacity, provide high quality financial and administrative services to Tacoma Housing Authority (THA) so its programs can provide high quality services, its funders will be more willing to fund THA and its regulatory partners, auditors and the public will have a high degree of confidence in THA's operations. This position coordinates and administers the budgetary, financial/accounting, payroll, risk management and asset management functions of THA and oversees the Information Technology (IT) division. The Director also participates in the Executive Director's cabinet. In that advisory capacity, the Director will provide highly responsible support to him or her in the governance of the agency.

The Director shall perform all these responsibilities in service to THA's social justice mission to assist low-income households and do so in ways that aspire to administrative and programmatic excellence.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

2.1 Perform accounting support functions

- (a) Oversee the financial activity of THA, including the management of investments, financing of THA activities, and the expenditure of THA funds. Ascertain the financial status of THA and ensure that funds are properly spent;
- (b) Advise and assist other THA departments in the preparation of preliminary budgets. Coordinate preparations of departmental budgets, prepare the comprehensive THA budget. Monitor expenditures to ensure compliance with the budget;

- (c) Prepare annual budget and goals management plan for the Department of Finance and Administration as well as developing budget preparation procedures and training to relevant staff in their use;
- (d) Project THA revenues and operating subsidies and advise the Executive Director on budget priorities, changes, deviations and requests. Submit financial statements and operating budgets to Housing and Urban Development (HUD) as required and negotiate HUD settlements as required;
- (e) Review utility consumption and provide the Real Estate Development and Real Estate Management and Housing Services department with consumption data;
- (f) Oversee the payroll function and ensure that all payroll responsibilities are completed on time per requirements;
- (g) Design, implement and administer all assigned departmental functions so as to meet (or exceed) agency goals including PHAS indicators. Collect, review and assemble monthly and quarterly reports from department heads for PHAS;
- (h) Assist the Executive Director as needed in the areas of planning, statistical analysis, and report preparation;
- (i) Direct the establishment and maintenance of necessary records and files. Maintain all accounting records and financial statements for THA programs;
- (j) Prepare and post journal vouchers, cash receipts, cash disbursement and interface accounts payable with general ledger. Run trial balance for each program;
- (k) Assign account numbers and distribute expenses to appropriate budget for payables. Review and approve completed bank statements. Control inter-project cash flow and cash balances;
- (l) Maintain source of funds, insurance, investment, petty cash and security deposit registers. Perform year-end closings of accounts payable, payroll and tenant transactions;
- (m) Track HUD financing including bonds, notes and grants. Contact banks for wire transfers to HUD and wire weekly transfers to credit union;
- (n) Coordinate activities with federal, state and city auditors as well as independent public accountants for periodic and annual inspections of the THA books of account;
- (o) Maintain working knowledge of state, federal, and HUD regulation specific to accounting support function and public housing in general. Participate in obtaining, maintaining, or increasing current training and information relative to professional responsibilities.

2.2 Information technology system

- (a) Through direct oversight of the IT Manager and IT division, guide the maintenance of the THA's information systems, including but not limited to evaluation, acquisition, installation, maintenance, cost effectiveness, problem resolution, support contracting, and recommending enhancements or additions to the computer network, personal computers, printers, phone system and other computer related peripheral equipment to ensure maximum systems potential;
- (b) Oversee the development and operation of computer systems and application throughout THA, including organization, planning and training;

- (c) Ensure timely response to specific computer software problems or issues. Oversee IT Manager as the agency's liaison with hardware consultants and vendor representatives;
- (d) Oversee the IT's division's coordination, installation and moving of computer equipment;
- (e) Make certain that the control point for computer access outside the THA office is maintained, including but not limited to incoming and outgoing modem access;
- (f) Ensure the safeguarding of original software media, instructions, warranties and all related training materials.

2.3 Procurement, purchasing and inventory control

- (a) Assure compliance with THA's procurement policies and procedures. Oversee the operation of the purchasing unit including establishing procedures, reviewing bids, the operation of the central storeroom and related areas of administrative concern;
- (b) Oversee the proper inclusion and management of risk transfer provisions in contracts;
- (c) Develop procedures for the annual inventory and oversee and coordinate the purchasing function.

2.4 Insurance, risk management, and claims oversight

- (a) Oversee, coordinate, monitor and maintain all non-employment benefit related THA insurance and claims;
- (b) Review and update all documentation required for each THA insurance policy, following established procedures for insurance procurement;
- (c) Oversee THA-wide insurance, reviewing coverage, coordinating claims, reviewing invoices for payment, and initiating the annual bid process;
- (d) Compose insurance coverage correspondence on behalf of and for signature of the Executive Director;
- (e) Research information for surveys, attorney, and/or insurance companies relative to claims files. File and follow up on insurance claims. Consult with outside Counsel, as appropriate;
- (f) Coordinate loss prevention, inspection and safety programs;
- (g) Evaluate insurable risk and develop a Risk Control Work Plan;
- (h) Ensure compliance with State and federal health and safety laws and regulations.

2.5 Asset management

Coordinate and staff the agency's asset management function and in that capacity report and recommend on the following aspects of all of THA's properties:

- (a) Whether a property is meeting its financial goals and obligations and other indicators of good management (e.g., occupancy, rent collection, net operating income, debt coverage);
- (b) Whether a property is serving THA's strategic missions;
- (c) Project and plan for the capital needs of each property;

- (d) Compare the performance of the different properties to identify which of the varying management methods or staff are effective or not;
- (e) Project funding or market conditions that affect each property;
- (f) Identify and assess sale opportunities;
- (g) Develop and compose THA's Property Management Plan;
- (h) Collect and report accurate data to allow the THA to assess the above.

2.6 Supervision and leadership

- (a) Set and articulate the direction of the department, anticipate the need for change;
- (b) Supervise and guide staff using management practices that develop and retain highly competent and highly performing employees;
- (c) Establish meaningful job objectives and monitor achievement of those objectives;
- (d) Evaluate direct report job performance at regular intervals;
- (e) Build and maintain effective relations with a workforce that includes both union and non-union staff.

2.7 Community relations

- (a) Represent THA positively with the community, elected officials, governmental bodies, financial institutions, business interests, professional organizations, other nonprofit and public housing and service agencies, and citizens.

2.8 Agency governance

- (a) Participate in the Executive Director's cabinet and, in that advisory capacity, assist him or her in the governance of the agency and its strategic planning.

2.9 Administrative

- (a) Ensure written department policies and procedures are established, maintained, and monitored for their effectiveness;
- (b) Create and maintain a highly ordered system of record keeping;
- (c) In partnership with the Cabinet team and Finance Department, create and administer the department budget.

2.10 Employee accountability

- (a) Present a professional image as a representative of THA;
- (b) Maintain a high degree of confidentiality relative to work performed;
- (c) Establish and maintain effective professional working relationships with co-workers, management, partner agencies and the community.

2.11 Ethical standards and compliance with THA policies

- (a) Fulfill all duties and responsibilities with a high level of integrity, honesty and adherence to agency policies and rules.

2.12 Diversity

- (a) THA's staff, its clients, and the staff of community partners are diverse in many ways, including diversity by race, national origin, language, sexual orientation,

age and disability. THA considers this diversity to be an important asset. All THA employees must engage diverse people in constructive and effective ways as supervisor, colleague, business partner, and/or service provider.

3. SECONDARY POSITION TASKS

- 3.1 Update and maintain computerized accounting systems.**
- 3.2 Maintain and control Administration Office key and card access for offices, furniture, safes, etc.**
- 3.3 Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of finance and accounting.**
- 3.4 Respond to and resolve difficult and sensitive citizen inquiries and complaints.**
- 3.5 Perform related duties and responsibilities as assigned.**

4. POSITION REQUIREMENTS AND QUALIFICATIONS

4.1 Educational level and experience

Various combinations of education, experience and training may qualify an applicant. The following is a typical way to be qualified.

- (a) Bachelor degree or Certified Financial Analyst designation with emphasis in accounting required;
- (b) Six or more years of management-level accounting experience required; government and fund accounting strongly preferred;
- (c) Minimum three years of successful work experience in a supervisory capacity with progressive responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting programs, required;
- (d) Housing and Urban Development experience preferred.

4.2 Knowledge, skills and abilities

Possess or acquire and maintain a high level of expertise in the current and evolving principles and practices in the following areas:

- (a) Working knowledge of Generally Accepted Accounting Principles (GAAP), bookkeeping, accounting, budgeting;
- (b) Working knowledge of agency's automated computer system for job related functions;
- (c) Skill in analyzing fiscal data and ability to recommend problem-solving strategies;
- (d) Working knowledge of applicable HUD Housing Programs and financial regulations;
- (e) Working knowledge of the principles and practices of public administration;
- (f) Considerable knowledge of federal, state and local laws, regulations, handbooks and other issuances affecting THA accounting and procurement programs and operation;
- (g) Is an intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills;

- (h) Able to write clearly and informatively; edit work for spelling and grammar; vary writing style to meet needs; present numerical data effectively; able to read, write and interpret documents of a technical nature;
- (i) Should display willingness to make decisions; exhibit sound and accurate judgment; support and explain reasoning for decisions; include appropriate individuals in the decision making process; make timely decisions;
- (j) Can attend to highly detailed work accurately and efficiently; able to organize and work independently in an environment of frequent interruptions;
- (k) Possess a high regard and ability to meet schedules and time lines; skills in planning and organizing work and excellent ability to work independently with little direction;
- (l) High level ability to plan projects effectively, manage their timely implementation and effectively use the agency's Project Data Base and other management tools;
- (m) Ability to engage a wide variety of people with a high level of professionalism, courtesy and good humor, including culturally, socially and economically diverse populations, seniors, persons with disabilities, contractors, and professional colleagues;
- (n) Show a strong commitment to maintain confidentiality in all assignments as directed;
- (o) Possess a high degree of proficiency in Microsoft Office products, including Word, Excel, and Outlook, and otherwise to be effective without close clerical support;
- (p) Possess and maintain a comprehensive and thorough working knowledge of specialized and complex subject matter, procedures or practices;
- (q) Share THA's social justice mission to serve low-income persons and to provide service in a way that aspires to standards of administrative and programmatic excellence.

4.3 Certification/Registrations

- (a) Licensed Certified Public Accountant preferred;
- (b) Must have and maintain a valid driver's license with acceptable driving record and auto insurance.

5. PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that an employee must handle to successfully perform the essential functions of this job. The job's activities occur primarily in indoor office settings:

- (a) Occasional standing, walking, sitting, using hands to finger, handle, or feel objects, tools or controls; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching or crawling; talking or hearing; occasionally lifting and/or moving up to 25 pounds;
- (b) Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus;
- (c) While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time;

- (d) The noise level in the work environment is usually moderate.

Note:

The above job description is not comprehensive. The job responsibilities may include other duties. This job description also does not constitute an employment agreement between THA and the employee. THA may change the job duties as it determines to be necessary or useful to meet its needs.

6. Employee Acknowledgement

I have read and understand this job description.

Signature

Date