



TACOMA HOUSING AUTHORITY

Employment Opportunity

HOPE VI—SPECIAL PROJECTS COORDINATOR

SALARY RANGE: DOQ

The Position

The Hope VI/Special Projects Coordinator's responsibilities under the supervision of the Finance Manager, is to coordinate and provide high quality financial, administrative and technical services to THA and more specifically to supervise the financial aspects involved in the \$225 Million HOPE VI redevelopment of the Salishan community and any other special projects assigned.

The position coordinates, supervises, and performs budgetary and financial accounting functions in support of the HOPE VI activities and other special projects. This includes organizing, developing, directing, and integrating all associated financial matters in accordance with policies and procedures outlined by the Department of Housing and Urban Development (HUD), Federal, State and Local laws, rules and regulations pertaining to Housing Author-

ity accounting operations. In addition, this position ensures compliance with Generally Accepted Accounting Principles (GAAP), Housing Authority operating policies and procedures, and agreements with lenders, investors, and regulatory partners. Responsibilities include assisting auditors to help sustain a high level of confidence in THA's financial management of funds.

The Hope VI—Special Projects Coordinator shall perform these responsibilities in service to THA's social justice and business mission to assist low-income households and other customers, and to do so in ways that aspire to programmatic and administrative excellence.

The Candidate

Education

Bachelor degree preferably in accounting, business or public administration, or equivalent experience.

Experience

Three to five years experience in progressively responsible accounting or finance including two years in a supervisory capacity. Three to five years experience in a governmental setting responsible for grants management, contract administration, tax credits or public housing properties strongly preferred.

Personal Attributes

He or she will have ability to do detailed financial analyses of housing projects concerning complex financing transactions.

Our candidate will have thorough knowledge of principles and practices of accounting and budgeting preparation and administration.

He or she will have thorough knowledge of Federal, State and Local laws, rules and regulations pertaining to Housing Authority accounting operations.

Our candidate will supervise and guide staff using management practices that develop and retain highly competent and performing employees.

He or she will have high level ability to plan projects effectively, manage their timely implementation and effectively use the agency's Project Data Base and other management tools.

To Apply

Interested parties with the proper qualifications should submit a resume, a Tacoma Housing Authority job application, and a letter of interest. A copy of the THA job application and the full job description can be found on the website. Position is open until filled. To receive optimal consideration, interested persons should apply as soon as possible. Please send or deliver the requested documents to:

Vickie Stark
Tacoma Housing Authority
902 South L Street
Tacoma, WA 98405-4037

Fax: 253-627-2568
E-Mail: vstark@tacomahousing.org
Website: www.tacomahousing.org



TACOMA HOUSING AUTHORITY

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The Vision

Tacoma Housing Authority envisions a future where everyone has an affordable, safe and nurturing place to live, where neighborhoods are attractive places to live, work, attend school, play, and shop, and where everyone has the support they need to succeed as parents, students, wage earners, and neighbors.

The Organization

Established in 1940, Tacoma Housing Authority (THA) efficiently develops affordable, high-quality, sustainable and attractive housing for low-income households in a way that promotes the community's development. Governed by a five member Board of Commissioners, THA is well respected in the city for the high quality of its development work and services. THA manages its own housing rehabilitation and development projects and seeks to develop projects that serve a variety of incomes and uses, including home ownership and rental opportunities. It also seeks to develop projects that can become a source of income for the agency. The agency also provides or coordinates social services and administers a Voucher Program that serves 3,500 households.

THA strives for administrative and programmatic excellence in service of its social justice mission to assist low-income households with high quality housing and services. The agency effectively advocates for those with housing needs and for policies that make it easier to develop and manage affordable housing. Additionally, THA builds partnerships with other agencies to supplement its own development and service efforts.

Benefits

Medical/ Vision Insurance - The agency provides employee plus full family coverage for \$50 per month. Choice of two medical plans: United Employees Benefit Trust and Group Health Cooperative

Dental - Washington Dental Services— agency paid

Life Insurance -1 x annual salary

Short Term Disability -66 2/3% of salary to a maximum of \$2000/ week

Long Term Disability -66 2/3% of salary to a maximum of \$7500/ month

Retirement -Membership in the Washington State Public Employees Retirement System

Vacation Leave -14 days are accrued during the first year of employment

Holidays -Ten holidays per year plus two personal days

Paid Sick Leave -Eight hours per month are accrued

Section 125 Flexible Benefit Program –Pre-tax programs for dependent day care and uncovered medical expenses

Deferred Compensation Program -Employees can choose to take advantage of pre-tax retirement savings

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; civil-rights@tacomahousing.org or 253-682-6212.