



TACOMA HOUSING AUTHORITY

JOB DESCRIPTION

THA FORM HR-05 (1)

JOB TITLE	HOPE VI /SPECIAL PROJECTS COORDINATOR	Date of Last Modification	May 13, 2008
Department	Finance and Administration		
Reports to	Finance Manager		
Supervises	Senior Accountant and/or Accounting Specialist		
Salary Range	TBD		

Work Schedule
Status
Wage and Hours Laws Status
Union Status

Full Time Part-Time
 Regular Position Temporary 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 Hope VI/Special Projects Coordinators 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 Authority 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 all 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.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

2.1 Project accounting support

- (a) Coordinate the financial activities related to HOPE VI and other special projects and the expenditure of funds to include THA staff and outside consultants;
- (b) Prepare plans, statistical analyses, and reports to develop funding strategies and evaluate financial feasibility; assist in the development of operating budgets; and support funding applications;

- (c) Oversee and /or maintain HOPE VI database. This includes documents necessary to ensure timely and accurate maintenance of the general ledger, cash receipts, accounts payables, receivables and cash disbursements;
- (d) Coordinate activities with federal, state and local auditors as well as independent public accountants and investor representatives ensuring timely access to financial records and responses to requests for financial information;
- (e) In coordination with the Real Estate Management and Housing Services department, assist as necessary with initial account setup and on-going verification of accurate financial record keeping;
- (f) Coordinate with the Real Estate Development Department to ensure accurate tracking and reporting;
- (g) Track and prepare reports related to HUD and other financing, including bonds, notes and grants;
- (h) Perform year-end close as it relates to these projects and as required by lenders or investors in accordance with GAAP.

2.2 HOPE VI and special projects administration

- (a) Ensure that all required financial HUD documents and reports are prepared and submitted timely and pursuant to the respective agreements;
- (b) Monitor and assist in establishing and updating total project budgets, including expenditures of funds, to ensure compliance with HOPE VI, lenders, or investors project implementation schedule and appropriate guidelines;
- (c) Assist in the compilation of data, ad hoc reports and presentation of financial information to the community;
- (d) Oversee assigning account numbers and monitor accuracy of expense distribution as compared to budgets for payables;
- (e) Monitor and incorporate as necessary updated Public and Indian Housing (PIH) notices, changes to code of federal regulations (CFR) and other regulatory requirements. This includes maintaining working of local, state, federal and HUD regulations specific to financial management practices and professional responsibilities.

2.3 HOPE VI and special projects accounting functions

- (a) Prepare HOPE VI and any assigned projects financial documents;
- (b) Initiate and ensure electronic fund transfers are accurate and timely using HUD LOCC's or other defined lender or investor system for obtaining reimbursement for expenditures;
- (c) Prepare and manage budgets using THA's Visual Homes (VH) accounting system or other financial software. This includes account setup, budget input, transaction monitoring and reconciling accounts;
- (d) Oversee the processing of all accounts payables and reconciliation of HOPE VI and special project accounts.

2.4 Supervision and leadership

- (a) Supervise and guide staff using management practices that develop and retain highly competent and performing employees; act in a lead capacity in the absence or unavailability of the Finance Manager;

- (b) Take responsibility for establishing meaningful job objectives and monitor their achievement. This includes evaluating direct reports job performance in a timely manner and at regular intervals;
- (c) Build and maintain effective relations with the workforce that includes both union and non-union staff.

2.5 Regulatory compliance

- (a) Assist with review of all documents submitted by contractors and assure compliance with all federal, state and local laws and regulations relevant to financial activities;
- (b) Assist in preparation of all HUD or other lender or investor required reports and surveys;

2.6 Administrative

- (a) Contribute to the establishment and maintenance of written department policies and procedures and the monitoring of their effectiveness;
- (b) Create and maintain a highly ordered system of record keeping;
- (c) Support department director in creation and administration of department budget.

2.7 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.

2.8 Ethical standards and compliance with THA policies

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

2.9 Diversity

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 Serve as a member of committees, as directed;

3.3 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 preferably in accounting, business or public administration, or equivalent experience;
- (b) Three to five years experience in progressively responsible accounting or finance including two years in a supervisory capacity;

- (c) Three to five years experience in a governmental setting responsible for grants management, contract administration, tax credits or public housing properties strongly 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) Thorough knowledge of principles and practices of accounting and budgeting preparation and administration;
- (b) Ability to do detailed financial analyses of housing projects concerning complex financing transactions;
- (c) Thorough knowledge of Federal, State and Local laws, rules and regulations pertaining to Housing Authority accounting operations. This includes GAAP; Housing Authority operating policies and procedures; and HUD regulations pertaining to Mixed-Finance developments is preferred;
- (d) Ability to operate a 10-key by touch; and perform significant volume of numerical detailed work with speed and accuracy;
- (e) Skill in analyzing fiscal data, lending technical assistance relating to accounting systems and controls and the ability to recommend problem solving strategies;
- (f) Expertise in principles and practices of supervision, training and performance evaluations;
- (g) Demonstrate ability to get along with others effectively; to manage conflict; to participate as a team member; and to give and accept criticism constructively;
- (h) 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) Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- (j) High level ability to plan projects effectively, manage their timely implementation and effectively use the agency's Project Data Base and other management tools;
- (k) Can attend to highly detailed work accurately and efficiently; able to organize and work independently in an environment of frequent interruptions;
- (l) Have a high regard and ability to meet schedules and time lines; demonstrate excellent ability to work independently with little direction;
- (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) 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) 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