
JOB DESCRIPTION

JOB TITLE: VP of Finance

EXEMPT:

SALARY LEVEL: Minimum: \$112,200 **Maximum:** \$137,700

EMPLOYEE REPORTS TO: Sr. Vice President of Finance, IT and Administration

PREPARED BY:

DATE:

APPROVED BY:

DATE:

EXPIRATION DATE: September 24, 2021

SUMMARY

This is a senior level position. He or she is responsible for ECC/HANH's accounting systems, operating and capital budget administration, design and monitoring of financial controls, and investment planning activities of the Authority. This position is responsible for maintenance of complex accounting records and preparation of required financial reports for HUD and other regulatory agencies. All grant financial management, financial reports, and PFS calculations and adjustments are the responsibility of the VP Finance.

The VP Finance reports directly to the Sr. VP Finance, IT and Administration. Within the Finance Branch, the incumbent directly supervises a two Sr. Accountants, a Financial Systems Manager, and a Finance Manager. When the Authority retains a Fee Accountant, the VP serves as the primary point of contact. This positions coordinates closely with the Director MTW Initiatives and Director of IT.

ESSENTIAL FUNCTIONS

1. Directs the operation of the general ledgers required for each program in compliance with federal, state and local requirements.
2. Responsible for the implementation and maintenance of a Project-based Accounting system for the conventional housing programs.
3. Responsible for the preparation of all Operating Budgets, including submissions to HUD, other local agencies, and investors, as required.
4. Participates in the development and periodic revision to cost allocation systems for Authority programs.
5. Prepares and submits all HUD or other regulatory agency required financial reports.
6. Responsible for the financial management of all grant programs for which the Authority receives funds.
7. Coordinates MIS needs with other staff for problems solving and discussion of system improvements and maintenance needs.
8. Signs-off on all Purchase Orders and CGP (capital program) funding obligations.

9. Key contact with the external auditors for audits of HANH and its instrumentalities, as well as all tax-credit sites managed by 360 Management Group.
10. Researches and contracts for the full range of the Authority's insurance needs.
11. Develops an Investment Plan for excess funds and reserves which meets HUD or other funding agency program requirements. Responsible for making certain the adequate funds are on hand to meet regular operating expenses.
12. Provides technical assistance to other Authority staff on the preparation of grant applications.
13. Provides training to staff on budget and accounting issues.
14. Maintains general ledger and prepares monthly updates including trial balances for all books of accounts.
15. Monitor daily cash position to assure adequate funds on hand to cover operational costs.
16. Prepares monthly, quarterly and annual financial reports for HUD, ECC/HANH Commissioners, and tax-credit investors.
17. Prepares journal vouchers and adjusts and updates general ledger balances.
18. Maintain and update the Fixed Asset Ledger.
19. Reconcile Tenant Accounts Receivable (TARs).
20. Monitors correct use of posting codes (cost allocations) by all accounting staff.
21. Prepares federal budgets for the Section 8 Program.
22. Recommends changes to accounting systems including establishment of additional general ledgers or other accounting requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Substantial knowledge of both commercial and government accounting
2. Knowledge of HUD's Performance Funding System
3. Knowledge of Low-Rent Housing Accounting
4. Knowledge of Federal and state grant management requirements
5. Good communications skills
6. Knowledge of accounting software and MIS
7. Proven ability to provide direction to accounting and non-accounting staff on financial management procedures

EDUCATION AND EXPERIENCE

At minimum, a Bachelor's Degree with a concentration in accounting or Business Administration, Master's Degree in Accounting or Business Administration preferred, with at least six years' experience; or

Ten years of experience as a supervising accountant or in a position with financial MIS data management responsibilities.

APPLICATION AND SUBMISSION

ELM CITY COMMUNITIES, THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN RESERVES THE RIGHT TO CONSIDER APPLICATIONS AND RESUMES UPON RECEIPT AND MAKE EMPLOYMENT DECISIONS ACCORDINGLY UNTIL ALL POSITIONS ARE FILLED.

All applications and resumes must be in the Human Resource Office on or before September 24, 2021.

Job descriptions & Applications may be obtained from HANH at 360 Orange Street, New Haven, CT 06511. Resume submission without applications to the address above, Fax number (203) 497-8202, e-mail to jobs@newhavenhousing.org, TDD number (203) 497-8434, between the hours of 9:00 - 5:00 p.m. weekdays. Elm City Communities, HANH accepts applications only for positions it is trying to fill. If an applicant requires further information, please call the HR Office at (203) 498-8800 Ext. 1022. Disabled are encouraged to apply.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V