

ELM CITY COMMUNITIES: HOUSING AUTHORITY NEW HAVEN

360 Orange Street
New Haven, CT 06511
Phone: (203) 946-2800
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JOB DESCRIPTION

JOB TITLE: Finance Manager

EXEMPT: Yes

SALARY LEVEL: 4 **Minimum:** \$79,933.32 **Maximum:** \$104,527.56

EMPLOYEE REPORTS TO: Vice President of Finance

BARGAINING STATUS: Exempt

PREPARED BY: DS/NR

DATE: 12/2021

APPROVED BY:

DATE:

EXPIRATION DATE:

JOB SUMMARY

Responsible for performing and managing general accounting and financial control functions of the organization and/or any ancillary/subsidiary organizations/projects that are directed or closely supervised by the organization, and the preparation of reports and statistics reflecting earnings, profits, cash balances, and other financial results for the assigned Programs, Funds, General Ledger accounts and/or Activities. Implements HUD-approved requirements (where applicable) and Generally Accepted Accounting Principles (GAAP) to ensure that financial and operational reports accurately reflect the condition of the business, and provide reliable information necessary to control operations. A Finance Manager will be responsible for multiple companies, funds and/or grants and/or accounts, and perform or manage the functions required to produce accurate financial information from sub ledgers, general ledgers and reports in relation to their assigned companies/funds/grants/accounts. The Finance Manager will supervise and train other staff. This position reports directly to the Vice President of Finance or his/her designee and interacts significantly with the Senior Vice President of Finance, IT and Administration and other members of the Finance Department and third-party entities.

This position is responsible and accountable for the accuracy and correctness of financial information and timeliness of presentation of information.

ESSENTIAL FUNCTIONS

1. Oversees General Ledgers for the organization's companies/programs, including but not necessarily limited to: Low Income Public Housing, HAP, Capital Fund, Hope VI, Development, ROSS, State and City programs, Real Estate Development projects, ancillary/subsidiary organizations, other. A Finance Manager is responsible for multiple companies/funds and/or grants.
2. Implements general accounting, property accounting, budgeting and internal control protocols to ensure that transactions are recorded in accordance with GAAP, HUD-requirements and the financial requirements established for the Finance Department.
3. Interprets operating results as they affect the financial aspects of the Authority and makes specific recommendations to the VP of Finance and the SVP of FIA which will result in budget control, cost reduction and profit improvement.
4. Monitor accounts for the correct and accurate accounting classifications of all expenditures and documents, including capital and others.

5. Prepare all required documentation to comply with HUD/governmental entities /compliance entities, rules, regulations and independent audits.
6. Prepare statistics for periodic and yearly financial statements, including the preparation of charts and graphs showing progress, conditions and results.
7. Provide recommendations in the design and implementation of accounting-related computer applications.
8. Prepare a variety of regular and special reports and analyses as needed by the organization.
9. Oversee invoice processing to ensure timely payment.
10. Prepare cost allocations when applicable.
11. Prepare and review journal entries.
12. Prepare and process non-routing transactions.
13. Oversee bank reconciliations.
14. Close monthly financial transactions timely.
15. Prepare and issue required monthly, quarterly and year-end financial statements, prepare and analyze budget to actual reports, analyze and reconcile accounts and comments on significant variances or trends. Prepare financial related reports on various company operations.
16. Work closely with the operating departments on the preparation of operating, capital, development, and/or cash budgets to issue periodic cost center operating statements. Develops recommendations to maintain budget controls.
17. Carrying out the organization's accounting policies and or ensuring compliance with, assisting other departments in forecasting personnel and financial needs, accelerating cash receipts and controlling disbursements, overseeing bank balances, maintaining lines of credit and banking relationships, recommending investment vehicles (and coordinating cash needs with investments), establishing and maintaining credit and collection procedures, and evaluating and implementing computerized accounting system
18. Prepare and/or review a variety of federal and state tax returns and/or reports as required.
19. Assists the VP of Finance and the SVP of FIA in reviewing the organization's accounting and administrative methods, systems, controls and policies and recommends improvements to increase overall effectiveness.
20. Maintains a high level of expertise in the field of housing, HAP and Real Estate accounting.
21. Outlines and monitors cash-flow.
22. Supervises Staff
23. Performs other related duties as assigned.

ADDITIONAL RESPONSIBILITIES

Other responsibilities may include working with the organizations departments, outside investors, lawyers, accountants, financial analyst and others in relation to projects and initiatives for the

organization. Assisting the VP of Finance and the Senior VP of Finance, IT and Administration with Strategic Planning and Action Plans. .

EDUCATION AND EXPERIENCE

- Degree in accounting, finance or related field.
- A minimum of six (6) years of experience as an Accountant ideally gained through employment at a Public Housing Authority.
- Certified Public Accountant preferred.
- Knowledge of legal, tax, accounting, financial and management principles and laws is required.
- Familiar with HUD and or governmental accounting practices, Low Income Housing Tax Credit, IRC Section 42, the financial reporting requirements of Section 42 of the Internal Revenue Code and of the Connecticut Housing Finance Agency and other related areas is a plus.
- Experience with processing Accounts Payable, Revenue Collection recording, Journal Entry Processing, General Ledger postings and reviews, Budget preparation and monitoring, Financial Statement preparation and review, 3rd party Billings and working with multiple cost centers, allocation processes and complex financial transactions required. Accounting and reporting for multiple residential property complexes required.
- Well-developed financial analysis capabilities.
- Demonstrated ability to manage microcomputer operations and applications.
- Proficient in using a personal computer system and Microsoft programs
- Sound organizational and administrative skills.
- Excellent communication skills, written and verbal.
- Position Addendum: This open position will primarily work with the Housing Authority Programs, such as LIPH, S8, COCC and the Capital Fund and is expected to directly supervise several accountants, in addition to managing the Subsidy Process, Annual Budget Process, Housing Authority Audits (including the Materials Inventory and Fixed Assets), 3rd Party Billings for the Housing Authority, Insurance Policies for the Housing Authority and other legal entities and select Banking related activities for the Housing Authority and other legal entities. Experience with using Public Housing software such as Yardi, Great Plains, or Emphasis is required,

PERSONAL CHARACTERISTICS

- High energy level, comfortable performing multifaceted projects in conjunction with normal activities.
- Strong analytical and reasoning abilities.
- Superior numeric skills.
- Well organized.
- Well-developed interpersonal skills.

- Ability to establish credibility and be decisive, but able to recognize and support the organization's preference and priorities.

APPLICATION AND SUBMISSION

ELM CITY COMMUNITIES-HOUSING AUTHORITY NEW HAVEN RESERVES THE RIGHT TO CONSIDER APPLICATIONS AND RESUMES UPON RECEIPT AND MAKE EMPLOYMENT DECISIONS ACCORDINGLY.

All applications and/or resumes must be in the Human Resource Office on or before February 6, 2022.

Resume submission without applications to Elm City Communities-Housing Authority New Haven: HANH at 360 Orange Street, New Haven, CT 06511, Fax number (203) 497-8202, e-mail to jobs@newhavenhousing.org. Job descriptions & Applications may be obtained from the address above; The Housing Authority 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, or TDD number (203) 497-8434, between the hours of 9:00 - 5:00 p.m. weekdays. Disabled are encouraged to apply.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V