

DIRECTOR OF FINANCE
(Rochester Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and technical accounting position in the Rochester Housing Authority (RHA) involving responsibility for planning and management of all RHA fiscal matters. The work is performed under the general direction of the Executive Director, with wide leeway allowed for the exercise of independent judgment concerning the day-to-day management of financial activities. General and direct supervision is exercised over professional and clerical staff. Related work is performed as required.

TYPICAL WORK ACTIVITIES:

Supervises professional and clerical employees, including assigning and evaluating work, initiating discipline, conducting performance appraisals, etc.;

Prepares and submits the annual RHA budget to the appropriate funding agencies;

Oversees the preparation and submission of financial statements to the appropriate regulatory agencies;

Oversees the routine monthly processing and posting to the General Ledger;

Oversees the RHA insurance program to assure that all required coverages are secured and to assure that adequate additional coverage is obtained when necessary;

Oversees the maintenance and monthly processing of RHA's routine accounts payable, accounts receivable and payroll;

Oversees and maintains RHA's investments of surplus funds in accordance with the appropriate State and Federal guidelines;

Analyzes and prepares periodic cash flow projections to insure that adequate cash is available for payment of bills as well as to maximize earnings on surplus cash;

Processes and oversees the annual and special audits of RHA operations and coordinates with outside agencies to clear any audit findings;

Prepares and distributes various financial statements to the RHA Board of Commissioners, appropriate funding agencies and regulatory bodies;

Monitors the distribution and control over RHA's fixed assets;

Coordinates applications of various data processing activities in the finance and accounting functions with management information systems personnel;

Monitors and tracks grant funding.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles, practices and terminology of financial administration, insurance, and data processing systems;

Knowledge of investment practices and terminology;

Ability to read, interpret and apply complex regulatory material;

Ability to organize information;

Ability to plan and organize the work of staff and insure that deadlines are met;

Ability to make oral presentations regarding budget and finance matters;

Ability to monitor and evaluate the work of staff;

Ability to establish effective working relationships with others;

Ability to evaluate and implement complex data processing systems;

Ability to effectively supervise professional and clerical staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

All Entry Level KSA's, PLUS

Knowledge of the principles and practices of real estate management;

Knowledge of management information systems used by housing authorities;

Knowledge of governmental accounting;

Knowledge of public housing accounting;

Knowledge of the H.U.D. budget process;

Knowledge of the New York State Public Housing law;

Knowledge of Federal, State, and Local accounting laws and guidelines;

Knowledge of RHA's grants administration process;

Knowledge of RHA's insurance program;

Knowledge of the policies and procedures of the Rochester Housing Authority.

MINIMUM QUALIFICATIONS:

High school diploma or G.E.D. PLUS

- I. **A) Master's degree in Accounting or Finance and three (3) years full-time paid experience in the field of accounting and/or finance (as distinguished from bookkeeping, account keeping or financial record keeping);**

OR

- B) Bachelor's degree in Accounting or Finance and four (4) years full-time paid experience in the field of accounting and/or finance (as distinguished from bookkeeping, account keeping or financial record keeping);**

OR

- C) Bachelor's degree in Business Administration with a minimum of eighteen (18) semester credit hours in accounting, plus four (4) years experience in accounting and/or finance (as distinguished from bookkeeping, account keeping or financial record keeping).**

PLUS

- II. **Two (2) years of *supervisory experience.**

- * Supervisory experience may have been acquired concurrently or separately from experience requirement in I.**

ADOPTED: DECEMBER 16, 2010