

HOUSING AUTHORITY OF THE CITY OF NEWARK

JOB DESCRIPTION

LOCATION	# of vacancies	Opening Date	Closing Date	Please Contact	Posting #
Finance	1	06/24/21	07/02/21	Human Resources	06-2421

PENDING AVAILABILITY OF FUNDS

DIRECTOR of FINANCE, ACCOUNTING and BUDGETING

SUMMARY

This management position supports the Chief Financial Officer and all Authority operating departments and is primarily responsible for complete oversight of the Authority's Asset-based Financial Management Model, including, but not limited to, accounts payable, accounts receivable, cash management, budgeting, contract monitoring, financial reporting, payroll processing and inter-fund accounting. This position produces asset-based management monthly, quarterly and annual reports that are compliant with all regulations of the U.S. Department of Housing and Urban Development (HUD) and Generally Accepted Accounting Principles (GAAP). As needed, this position assists in other department activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Supervise assigned departmental staff in daily tasks, pertaining to the technical and financial operations of the Housing Authority, reviews and evaluates work of subordinate personnel, and provides overall direction of their training;
- Responsible for planning, organizing, coordinating and directing in accounting/purchasing as well as financial activities;
- Supervises and participates in expenditure projections, assures timely and accurate payroll processing for the entire Authority, receipt and disbursement of funds, transmit positive pay/ACH files to bank, internal auditing and related fiscal activities.
- Manages the monthly closing of the books within five business days, accurately capturing transactions in the proper general ledger accounts and compliance with GAAP.
- Directs the preparation of a wide variety of financial statements and reports; develops pertinent accounting procedure, plans, coordinates and reviews the priorities of the complete financial program of the Housing Authority.
- Prepares and submits all HUD and REAC, financial statements and required financial information throughout the year and Financial Data Schedule (FDS) at the year-end, within stipulated deadlines.
- Assists external auditors in the preparation of annual financial statements, and performs special assignments; required GASB reports etc. as directed by the Chief Financial Officer.
- Supports in position's capacity all Authority operating departments;
- Manages the Authority's day-to-day asset-based and central office cost center accounting processes.
- Assures timely and accurate processing of asset-based and central office cost center accounts payable and asset-based and central office cost center accounts receivable.
- Provides or assures appropriate electronic wire transfers and debits.
- Monitors asset-based and central office cost center financial payments on contracts and assures compliance with financial limits and terms of contract. Communicates with communities and departments at strategic intervals to assure compliance with NHA standards.
- Assures that all asset-based and central office cost center transactions are appropriately recorded and reported, that funds are available for payments, and that all bank accounts are balanced; appropriately documents and records journal corrections as needed.
- Produces and/or coordinates asset-based and central office cost center monthly, quarterly, year-end reports and closings.
- Coordinates all internal and external asset-based and central office cost center financial reporting

activities and schedules.

- Researches accounting issues and recommends accounting treatment for complex transactions such as mixed finance transactions.
- Works with communities and departments to identify funding needs and appropriately match those needs with sources of revenue, including operating subsidies, Housing Choice Voucher administrative fees, management fees, Fee-for-Service income, and various grants from HUD, Federal, State and local governments.
- Provides or assures review of funding requests to HUD and other Federal, State, and local governments and assures continuity and compliance with NHA standards.
- Provides counsel and guidance as needed to community and department managers for the development of program and community budgets; works with community and department staff to determine needs and translates that into an overall budget.
- Review of Operating Subsidy calculation forms 52722/52723, Capital Funding; NJ Pension Internet-Based Report of Contributions (IROC) report and Defined Contribution Retirement Program (DCRP) calculation.
- Assures that all operating budgets, capital funds, Housing Choice Voucher fee accounts and grant money comply with grantor and program guidelines and NHA standards and practices; documents budget adjustments; monitors budget administration; provides technical support through budgeting staff assuring proper commitment and expenditure of funds.
- Tracks actual progress, budget revisions, budget reporting and analysis.
- Assumes other responsibilities as required to assure the effectiveness and efficiency of all budget and funding responsibilities for the Authority.
- Establish and maintain an accounts receivable and payable for all aspects of the Authority and performs other marginal job tasks as determined by the Chief Financial Officer.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition. This skill is characterized by the following types of behaviors:

- Takes initiative to make things happen
- Maintains positive “can-do” attitude; successfully meets or exceeds goals
- Demonstrates dedication to and understanding of the mission of the organization
- Contributes to a positive team spirit
- Takes ownership of issues and problems, even when originating in other areas
- Consistently demonstrates effort to meet and exceed internal/external client expectations
- Overcomes obstacles to complete projects/tasks successfully
- Continuously improves own performance standards and results
- Makes specific changes in work processes to improve performance
- Learns and applies new information quickly

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes working colleagues as customers. This skill is characterized by the following types of behaviors:

- Treats customers with courtesy and concern; responds promptly, professionally and politely
- Anticipates what customer wants, and works to provide it
- Initiates action/response to customer complaint/inquiry
- Responds in a timely, effective manner, even if just following-up
- Considers every customer interaction as important
- Always delivers on customer commitments; measures performance
- Translates customer information to others in the organization with a need to know
- Ensures that consultation, products and services delivered address the customer's needs by asking customer for feedback

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively. This skill is characterized by the following types of behaviors:

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- Willingly shares information
- Recognizes important information and ensures that others that need to know are informed.
- Clearly and concisely expresses ideas and concepts orally and in writing
- Listens openly and non-judgmentally
- Expresses disagreement tactfully and sensitively
- Summarizes input, then checks for understanding
- Listens without interrupting
- Uses correct grammar, spelling and punctuation
- Maintains eye contact when speaking
- Thinks through main ideas that he/she is trying to express
- Ensures information is accurate; stops rumors from spreading

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work. This skill is characterized by the following types of behaviors:

- Will not ignore a problem, even if it is not one's direct responsibility
- Anticipates and acts to avoid a future problem
- Reacts quickly and positively to customer and co-worker inquiries
- Puts the highest priority on accomplishing objectives
- Demonstrates flexibility in balancing job responsibilities and the ability to deal with change
- Puts success of team above own interests and willingly assists others to succeed or complete tasks when needed
- Demonstrates high-level of adaptability and willingness to help as needed
- Takes responsibility for one's own actions
- Ensures fair share of work is completed
- Appropriately shares credit for work and ideas with co-workers and subordinates
- Understands the importance of timeliness and accuracy in the workplace
- Maintains a satisfactory attendance record and is consistently punctual
- Focuses on work-related activities and acts in ways which support mission and goals of the Authority
- Exhibits a high degree of judgment and discretion with confidential information

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates; manages performance by providing regular feedback and reinforcement to subordinates. This skill is characterized by the following types of behaviors:

- Makes expectations clear
- Establishes a manageable workload
- Accomplishes long-term objectives by planning and taking the necessary steps
- Keeps focus on big picture while implementing details
- Provides consistent and continuous feedback of work performance
- Positively reinforces desired outcomes
- Recognizes performance on a timely basis
- Conducts coaching sessions on time and provides complete and constructive feedback
- Deals with sub-par performance effectively, sensitively and on a timely basis

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (120 Credits) in Business Administration, Accounting, Finance, or business or any

equivalent degree within a generally related field of business, business administration or accounting from an accredited college or university; and a minimum of six to ten years related progressive experience in accounting, budgeting and financial management. Must possess prior experience in reporting of multiple grant programs and community cost centers. Must have experience in and enjoy coaching the professional development of staff. Housing Authority or Multi-Family Housing experience also a plus.

Language Skills

Ability to read and interpret documents such as budgets, general ledger accounts, invoices, Authority lease policies, payable and receivable policies, instruction and procedure manuals. Ability to write complex reports and correspondence that are generally error free. Ability to communicate effectively verbally with subordinates, direct reports, and superiors as required. Ability to interpret lease and receivable policies to ensure accurate and proper posting of charges, receipts, and adjustments.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and basic statistical data and to draw and interpret bar graphs. Must have advanced financial analytic ability. Must have the ability to solve complex problems, perform “troubleshooting” and account reconciliation functions.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. To perform this job successfully, an individual should have strong analytical skills and be able to solve complex problems.

Computer Skills

To perform this job successfully, an individual should have strong knowledge of accounting software, spreadsheet software (MS Excel) and word processing (MS Word) software. Ability to learn other computer software programs as required by assigned position.

Other Skills and Abilities

Must be familiar with general financial policies and terms and have accounting skills and general ledger account knowledge. Must have knowledge of HUD regulations, GAAP standards, and be able to apply knowledge, standards, and regulations to grant requests, capital funding, and other business activities. Knowledge of ADP workforce Now is a plus.

This position is required to enter into an executed confidentiality agreement with NHA.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Initial employment shall be conditional on such verification and determination by a required standard pre-employment physical at the expense of the employer. Existing Housing Authority employees are exempt from satisfying this criteria regarding conditionality of employment prefaced by a pre-employment physical. To be an employee of the Housing Authority, a person must be a citizen of the United States or an alien who has either been lawfully admitted for permanent residence, or authorized to be employed under the terms of the Immigration and Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment, moderate noise level.

APPLICATION PROCEDURE:

All persons interested in this position are requested to send a resume and cover letter to Human Resources Department, Newark Housing Authority, 500 Broad Street, 5th Floor, Newark, New Jersey 07102, via E-mail to jobs@newarkha.org, fax to 973-273-6350 or in person.