

FINANCE MANAGER

Under the supervision of the Executive Director, the Finance Manager, as the Chief Financial Officer of the Authority, is responsible for leading financial operations of the DuPage Housing Authority (DHA) and Kendall Housing Authority (KHA). Responsibilities include monthly financial reporting to the Board of Commissioners, development of budgets, budgetary controls, forecasts, and ensuring the assets of the organization are properly safeguarded. The duties of this position require a thorough knowledge of current accounting techniques, the policies and procedures of the Housing Authority and the accounting and reporting requirements of the US Department of Housing and Urban Development (HUD). The Finance Manager must have the ability to make competent and independent judgments regarding the execution of DHA/KHA financial transactions. Performance will be evaluated by the Executive Director and through independent audits which are required by HUD.

Qualifications: Bachelor's degree or higher from an accredited university in the fields of accounting, finance, business administration, economics, or related field. CPA or MBA preferred. A minimum of five years' experience in accounting, control, and reporting, developing budgets and leading financial operations is required. Proficiency in Microsoft Office and integrated financial systems is required.

Required Knowledge:

Knowledge of accounting and finance principles, methods, and practices in an automated enterprise systems environment. Knowledge and experience developing budgets and ongoing reporting. The ability to formulate and install standard accounting methods, procedures, forms, and records. Ability to prepare informative financial reports and to plan, organize, direct, and evaluate the work of subordinate employees. Ability to establish and maintain effective working relationships with subordinates, federal and local officials, and the public. Knowledge of Public Housing Authority financial budgeting practices and procedures and any laws and administrative policies related to HUD and DHA/KHA.

Duties and Responsibilities:

- Effective leadership of the DHA/KHA financial function and efficient management of all resources assigned.
- Timely presentation of monthly financial statements for all DHA/KHA entities to DHA/KHA Management and the Board of Commissioners with recommendations for organization effectiveness.
- Lead the annual operating budget process.
- Comprehensive cash management, including the forecasting of HCV payments and disbursements.
- Develop, effectively communicate, and ensures compliance with DHA/KHA Finance Policies and Procedures.
- Risk Management for DHA/KHA operations.
- Maintain effective and efficient banking relationships
- Maintain effective relationships with auditors and lead the related activities for DHA/KHA.

FINANCE MANAGER

- Review DHA/KHA internal control systems/procedures to ensure the organization's assets are properly secured.
- Sign checks and authorize ACH transfers as required. Provide overall cash control for DHA and KHA.
- Contract and project review with a focus on cost/benefit analysis.
- Perform other duties as assigned by the Executive Director.

SKILLS AND ABILITIES:

- Excellent organizational and time management skills required.
- Ability to multitask with accuracy so that both quality and quantity are maintained.
- Must be self-motivated and adaptable to changing priorities in a high-volume, deadline driven environment.
- Excellent follow-up and follow-through skills, always with a sense of urgency.
- Excellent critical thinking and problem-solving skills required to accurately assess an issue, determine proper action required to thoroughly resolve the issue or create a work-around solution if necessary to resolve the issue in a timely manner.
- Excellent communication skills, includes active listening skills, ability to give clear, concise and thorough explanations.
- Ability to accurately perform mathematical calculations to determine rent portions, among other calculations required.
- Must be team-oriented, includes assisting others as needed, contributing positively by exemplifying good work habits and offering positive suggestions that promote team harmony and positive team dynamic.
- Must communicate in a manner that shows genuine sensitivity and empathy to the needs and feelings of others.
- Must be computer literate in Microsoft Office and enterprise financial systems to generate the appropriate information required to efficiently and effectively manage HAD operations.
- Continuous improvement mindset, always searching for improved efficiency and effectiveness for DHA.

ESSENTIAL FUNCTIONS:

Psychological Considerations

The Finance Manager may feel pressure due to work volume, accuracy requirements and need to make decisions. This position may feel added pressure when competing deadlines result in increased workload.

Physiological Considerations

The Finance Manager may spend up to 50% of his/her working hours using a computer and integrated financial systems.

Environmental Considerations

The Finance Manager will perform virtually all responsibilities indoors. Lighting,

FINANCE MANAGER

temperature, and noise level are conditions that may affect how the Finance Accountant performs his/her responsibilities.

Cognitive Considerations

The Finance Manager must be a highly educated professional skilled in math, accounting, computer technology, etc. The incumbent must be able to interpret financial guidelines, audit recommendations, etc. and develop appropriate responses, policies and procedures to ensure the organization consistently produces high quality financial reporting. The Finance Manager must be capable of prioritizing his/her daily tasks and effectively communicating the priorities to the Executive Director.

The Finance Manager must be able to follow direction given by the Executive Director, the DHA Finance Committee and the DHA Board of Commissioners and complete responsibilities as described. He/she must be capable of prioritizing his/her responsibilities.

The duties listed above are not set forth for the purposes of limiting the assignment or work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

I acknowledge receipt of this job description. I have reviewed this document with my supervisor and understand and accept the requirements of the position.

Incumbent Employee's Signature

Date

Supervisor's Signature

Date