



Peninsula Housing Authority Posting of Available Job

Position:	<u>Director of Finance</u>	Posting Date:	06/13/2024
Starting Wage:	Annual Salary - \$85,213/annually to \$103,824/annually – generous benefit package (Wages effective 7/1/2024 - DOE)	Job Hours & Status	<u>EXEMPT SALARIED EMPLOYEE</u>
<p>Peninsula Housing Authority is located on the beautiful Olympic Peninsula, with a main office in Port Angeles, Washington, and provides long-term rental housing, tenant based rental subsidies and homeownership in Clallam and Jefferson Counties.</p>			
Scope of Work:	<p>Director of Finance is responsible for the oversight of all financial, accounting and reporting activities of the agency. This position reports to the Deputy Executive Director and works closely with the senior leadership team.</p>		
Minimum Qualifications:	<p>See Job Description for position details.</p>		
<p>If you are interested in applying for this position, please go to our website at https://peninsulapha.org/ and complete an application together with the application authorization form and return to Peninsula Housing Authority Attn: Human Resources 2603 S Francis Port Angeles, WA 98362</p>		<p>Position Opened until filled.</p>	
<p>A resume will not be accepted in lieu of an application but you are encouraged to include one. Any applicable certificates or degrees can also be included. A structured interview and test will be part of the selection process.</p>			



PENINSULA HOUSING AUTHORITY

Position Description

TITLE: Director of Finance

STATUS: Exempt

Summary

Reporting to the Deputy Executive Director, the Director of Finance will be responsible for oversight of all financial, accounting and reporting activities for the agency. The Director of Finance will be involved in supporting presentations to the board and will work closely with the senior leadership team.

Scope of Responsibility

Finance and Accounting Leadership

The Director of Finance will lead all day-to-day financial operations for the agency and supervise a small team of staff members including functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. The Director of Finance will ensure that the Peninsula Housing Authority has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Director of Finance will work closely with program managers and their staff, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations.

In addition, they will partner with the Deputy Executive Director and senior leadership to enhance and better integrate finance, HR, and IT functions.

This position may be designated “essential worker.” Essential worker means those positions as designated by the Housing Authority that respond and perform work functions during an emergency essential to the protection, health, safety, and welfare of citizens of Clallam and Jefferson counties and to the operation of public facilities and property. The Housing Authority maintains the right to recall any employee to perform essential duties during any emergency, or to restore governmental functions during extended emergencies.

Essential Job Functions

1. Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards, GASB standards, and regulatory requirements.
2. Maintain internal control and safeguards for receipt of revenue, costs, program budgets, and actual expenditures.
3. Operates as the point person with the Washington State Auditor to ensure audit standards are met.
4. Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor

- progress and changes and keep senior leadership abreast of Housing Authority's financial status.
5. Assist Housing Authority's leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
 6. Support the Executive Director in engaging the board around issues and trends in financial operating models and delivery.
 7. Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants;
 8. Manage organizational cash flow forecasting by working in partnership with the program managers; continuously collaborate with program managers to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
 9. Manage and track the performance of invested assets in keeping with policies and investment guidelines.

Team Leadership

1. Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals.
2. Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
3. Perform all duties in accordance with the attached "Regular Supervisory Responsibilities."

Qualifications

Requires knowledge of the field of assignment (specifically GAAP and GASB) sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description. The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ❖ Public sector financial accounting and related procedures
- ❖ Advanced accounting principles and procedures
- ❖ Basic mathematics principles
- ❖ Principles and practices of budget preparation and administration
- ❖ Principles of supervision, training and performance evaluation
- ❖ Modern office procedures, methods and equipment including computers and related software
- ❖ Pertinent Federal, State and local laws, codes and regulations

Ability to:

- ❖ Perform complex financial, trend and projection analysis
- ❖ Plan, initiate and analyze programs and procedures based upon accounting procedures and practices
- ❖ Prepare comprehensive financial reports and budgets

- ❖ Plan, schedule and review the work performance of subordinates in a manner conducive to proficient performance and high morale
- ❖ Participate in the development and administration of department goals, objectives and procedures
- ❖ Operate a variety of office equipment including a computer and applicable software applications
- ❖ Interpret and apply applicable Federal, State and local laws, codes and regulations
- ❖ Meet attendance standards necessary for successful job performance
- ❖ Communicate clearly and concisely, both orally and in writing
- ❖ Establish and maintain effective working relationships with those contacted in the course of business.

Education and Experience Required

Bachelor's degree in accounting, finance or business administration, or related field, with an emphasis on public sector finance and accounting. Seven to ten years of accounting and finance experience, ideally in accounting and audit, with additional experience gathering, evaluating, presenting and reporting financial information to executive teams and external stakeholders. Ideally will have experience in a complex nonprofit that has multiple programs. Possession of current Certified Public Accountant (CPA) or Certified Management Accountant (CMA) is preferred.

Other education/qualifications required:

- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus simple reporting
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers

Working Conditions

Work is conducted in a non-smoking standard office setting. Work environment is both formal and informal, team and autonomy-oriented, having variable tasks, pace and pressure. Primary functions require both:

1. Sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other

office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, moving about inside the office, maintaining a stationary position, positioning self to operate office equipment including knobs and dials; moving objects weighing up to 20 lbs. from below average waist height to above average shoulder height and transporting distances up to 50 yards. OCCASIONAL positioning self to move beneath desk areas and near floors, and to place or retrieve objects above and at average shoulder height, moderate positioning to manipulate reference books and manuals; moving objects weighing up to 50 lbs. from below average waist height to above average shoulder height and transporting distances up to 50 feet. Must be able to perceive computer screens and printed documents and operate office equipment. Must be able to discern speech and sound in the audio range typical of a busy office environment.

2. Sufficient physical ability to work in a community setting. Considerable travel by auto throughout the local area. Activities require the individual to bend (90 degrees), stoop, crouch, climb, twist (to 180 degrees), turn, and work above-the-head on a recurring, repetitive, and often continuous basis in the course of performing job duties.

Additional Requirements

Possession and retention of a valid Washington state driver's license. Pre-employment tests and examinations, including, but not limited to physical examination regarding bona fide occupational qualifications, drug testing, extensive background checks and other related components which are based on the specific demands of the position. Successful completion of all exams, tests, and background checks is a condition of employment. Responsible to apply extensive, in-depth knowledge of public sector operations methods in accordance with applicable provisions of the Revised Code of Washington.

Peninsula Housing Authority maintains a smoke-free workplace. Employees must not use tobacco products on the job, including but not limited to smoking cigarettes, vaping, and/or chewing tobacco.

The Authority complies with all laws and regulations relating to employment, including the Americans with Disabilities Act and the Washington Law Against Discrimination. The Authority does not discriminate on the basis of handicapped status in the admission or access to its federally assisted programs or activities. The Authority reserves the right to revise or adjust job descriptions, job assignments and job duties at any time. Nothing in this document should be interpreted as a contract with or any other obligation of the Authority.



PENINSULA HOUSING AUTHORITY

Regular Supervisory Responsibilities

Organization

- ❖ Assure that all jobs are appropriately staffed with competent employees.
- ❖ Assure that work assignments are made with the objective of utilizing the skills of assigned employees to the fullest extent possible.
- ❖ Translate the goals and objectives of assigned operation(s) and, as appropriate, the Housing Authority into assignable employee responsibilities.
- ❖ Establish levels of responsibility and delegate appropriate authority commensurate with responsibilities allocated.
- ❖ Maintain organization of assigned operation(s) which provides for maximum effectiveness of assigned employees.

Planning

- ❖ Develop realistic and quantitative goals and objectives for assigned operation(s), both short and long-range, consistent with those of the Housing Authority; solicit input from assigned employees to the degree appropriate.
- ❖ Develop and implement approved detail operational plan of action and strategy for achieving objectives.
- ❖ Develop internal systems, procedures and practices for assigned operation(s) which provide for efficient execution of operating requirements and that conform to recognized and proven principles.
- ❖ Develop annual budgets for operating expenses and capital equipment; assure economic or other justifications.

Directing and Controlling

- ❖ Direct assigned operation(s) in such a manner that assigned employees understand clearly what is to be done, how, when, where, why and by whom.
- ❖ Establish a method of checks and balances to monitor and control progress of operation(s) towards objectives.
- ❖ Establish controls and methods to insure the efficient and economical utilization of assigned assets - employees, budget, materials, facilities, equipment and time.
- ❖ Monitor continuously the performance of assigned operation(s) against forecasts and budgets; account for variances and implement corrective action as authorized.
- ❖ Insure or perform general overall supervision and control of employee work in progress.

Personnel Management

- ❖ Apply personnel management practices, consistent with Housing Authority policy, to insure consistent and equitable employee treatment; insure opportunity and recognition for contribution; stimulate pride in accomplishment, and otherwise provide an environment for motivation to outstanding performance.

- ❖ Insure that employees clearly understand what is expected of them; establish standards of performance expected for each job and conduct formal consultation with employees on a periodic basis.
- ❖ Establish a working environment within assigned operation(s) that will attain and maintain a high level of employee morale.
- ❖ Develop employees responsible for directing the work of others to their maximum potential by regular appraisal, counseling, coaching and training in proper management principles, techniques and practices.
- ❖ Establish procedures and practices which will encourage employees to continuously develop and upgrade themselves.
- ❖ Establish and implement a procedure to insure a proper on-the-job training for new employees.
- ❖ Review and take action on all employee reclassification actions in assigned operation(s). Obtain necessary approval as required by Housing Authority policy.
- ❖ Resolve employee complaints expeditiously and equitably; counsel on personal matters to the extent appropriate.

General

- ❖ Maintain and disseminate throughout assigned operation(s) the basic Housing Authority philosophy of service to citizens.
- ❖ Develop and maintain effective lines of communication throughout assigned operation(s).
- ❖ Coordinate with other functions to plan, develop and maintain orderly patterns of interrelated efforts; prevent action in own operation(s) which would have an adverse effect on others.

Supervisory Responsibilities

- ❖ Devise improvements to simplify operations and eliminate waste.
- ❖ Evaluate past performance as a means of measuring and improving future results.
- ❖ Enforce Housing Authority policies, regulations and other applicable operating and administrative procedures and practices.
- ❖ Keep abreast of the latest developments in the techniques and principles of management.
- ❖ Maintain personal contact in relevant technical and professional societies; attend relevant workshops, seminars, conferences and related training activities, as authorized.

By the employee's signature below, the employee acknowledges that they have read this job description and understand their duties and responsibilities.

Signature

Date