Housing Authority of the Town of Morristown

Position Title: Chief Financial Officer

Department: Finance

Reports To: Executive Director

Prepared Date: 01/07/2020

FLSA Status: Exempt

Approved By: Keith Kinard

SUMMARY

Under the direction of the Executive Director, the Chief Financial Officer is responsible for the overall management of the Authority’s fiscal operations regulated by HUD for its Low-Income Public Housing, Housing Choice Voucher (Section 8) Program, Operating Subsidy, and the Capital Fund Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to 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 also be assigned.

General Administration

- Day-to-day responsibility for planning, implementing, managing, and controlling all financial-related activities
- Monitor and control cash flow
- Develop and maintain financial policies and procedures
- Complete accurate financial reports (monthly/quarterly/annually)
- Oversee accounts receivable and payable
- Complete financial compliance activities
- Monitor debt/credit
- Oversee payroll and benefits
- Oversee the general ledger accounting functions
- Ensure accurate reporting to facilitate effective management
- Prepare the annual budget for the Authority in conjunction with the Executive Director and/or his designee
- Ensure financial compliance with financial audits and regulatory requirements
- Perform forecasting and strategic planning
- Provide guidance to property management staff
- Manage any outsourced financial activities
- Maintain up to date, accurate business files and recording keeping systems
- Prepare reports, memos, letters, and electronic communication to communicate accurately

BEHAVIORAL COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:
Housing Authority of the Town of Morristown

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates; and manages performance by providing regular feedback and reinforcement to subordinates.

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; and persists despite obstacles and opposition.

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; and recognizes working colleagues as customers.

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; and listens effectively.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one’s own work; and does fair share of work.

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.

Job Competencies

- Knowledge of HUD regulations and PHA policies and procedures
- Knowledge of Federal and State laws and standards that apply to financial management
- Knowledge of basic office practices, procedures, and equipment
- Knowledge of the principles of management and supervision
- Knowledge of the operation of financial computer systems and hardware
- Knowledge of basic English and the ability to communicate effectively, both verbally and in writing
- Knowledge of mathematics sufficient to perform calculations and analyze financial outcomes
- Ability to maintain required records
- Ability to read, interpret, and analyze HUD regulations, PHA policies, and guidelines to make sound decisions
- Ability to prepare clear, concise reports and make astute recommendations
- Ability to use basic office equipment such as telephone, fax, copier, e-mail, Windows, and other computer functions and software
- Ability to communicate clearly to diverse audiences on all job-related topics
- Ability to establish and maintain effective working relationships and collaboration with peers, supervisors, residents, community agencies, and the public
- Ability to manage multiple priorities and multiple demands to accomplish tasks
- Skilled in analyzing situations in order to identify problems, offer possible solutions, and make decisions

Education and/or Experience

Chief Financial Officer
Housing Authority of the Town of Morristown

A Bachelor of Science in Accounting or Finance required - MBA and CPA highly desirable; five (5) years of accounting and management experience in day-to-day financial operations; three (3) years of direct HUD/Housing Authority experience preferred; Financial management of development/redevelopment activities including in-depth experience with RAD and LIHTC required; Experience in financial reporting to HUD including submittals of the FDS and VMS reporting required.

**Language Skills**

Ability to read, analyze, and interpret budgets, financial reports, operating schedules, and governmental regulations. Ability to conduct research. Ability to write proposals, narrative reports, correspondence, and procedure manuals that are generally error free. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**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.

**Reasoning Ability**

Ability to solve complex problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

To perform this job successfully, an individual must have strong computer skills (MS Word, MS Excel). Must be able to learn other recording, information systems, or computer software as necessary.

**Certificates, Licenses, Registrations**

Must possess a valid New Jersey driver’s license. May be required to use personal automobile for local job-related duties.

**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, stand, walk and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

**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.
While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outdoor weather conditions, high, precarious places and vibration. The noise level in the work environment is usually moderate.

**UNIFORM REQUIREMENTS**

Employee may be required to perform all functions of job responsibilities in a uniform provided by employer.

Email application and resume to hr@morristownha.com. Housing Authority of the Town of Morristown is an Equal Opportunity Employer.

**Read and Acknowledged:**

Employee Signature: ____________________________ Date: ________________

Employee Name (Printed): ____________________________