



JOB DESCRIPTION

Chief Financial Officer

SUPERVISION RECEIVED:

The Chief Financial Officer work under the direct supervision of the Chief Executive Officer.

SUPERVISION EXERCISED:

The Chief Financial Office shall have the direct supervision of the Staff Accountant, Procurement Officer, Inventory Clerk and Resident Accountant

POSITION CLASSIFICATION:

Exempt.

POSITION SUMMARY:

The primary purpose of this position is to develop financial strategies. This is accomplished by forecasting funding capital and staff requirements, identifying monetary resources, and developing action plans. The Chief Financial Officer (CFO) will administer, advise, manage/coordinate, and oversee the Housing Authority's fiscal/financial management programs and activities. This position requires expert knowledge of Public Housings, Section 8/Housing Choice Voucher Program, Tax Credits, Bonding Financing, Capital Funds, and Mixed-Finance Development. This position requires expert knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Boards (GASB) standards, in-depth knowledge of Rental Assistance Demonstration (RAD)/Section 8 Programs, with the capacity to remain up to date on special RAD initiatives and Public Housing trends.

CFO is responsible for the review and submission of the Financial Data Schedule (FDS) due to HUD. Position requires knowledge of the general operations and procedures of a Public Housing Agency (PHA). Demonstrates strong familiarity with major HUD regulations, along with all relevant Federal, State, and Local laws, codes and regulations. Fiduciary responsibility for the agency's investment portfolio to include regular reporting. All actions must support the GHA's mission, vision, strategic goals, and objectives.

This Person serves as the lead principal staff person responsible for overseeing the financial operations of the Gainesville Housing Authority (GHA) and coordinating employee benefits. The CFO is one of several principal staff positions within the organization and will need to have a good working relationship with both the staff of GHA, the Board of Directors, vendors, and people of the community.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. A given incumbent may perform any/all of the following duties.

QUALIFICATION REQUIREMENTS:

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

POSITION RESPONSIBILITIES:

1. Coordinate and administer workers compensation, unemployment, employee benefits (health, dental, S-T, L-T, and Life) including brokerage, retirement plan, disaster recovery plan, Enterprise Income Verification and PIC/IMS.
2. Oversee all financial matters for Gainesville Housing Authority and provide direction to meet the organization's long and short-term goals in fiscal accountability.
3. Advise CEO on financial status including budget updates and any financial concerns.
4. Ensure that the procurement policies are followed for non-CFP purchases.
5. Be the administrator for Florida Papers (CDBG grant).
6. Complete month-end and year-end closings.
7. Process all reporting and disbursements from LOCCS (HUD's fund draw-down system).
8. Manage PHA-wide services and related vendor relationships for things such as the phone system, computer network, copiers, postage machine, cell phones, clothing, etc.
9. Obtain and appropriately handle and execute all contracts and store properly.
10. Deep understanding of affordable housing real estate finance and extensive experience in senior executive roles.
11. Maintain current knowledge of industry trends, regulatory changes, and best practices in real estate finance and property management and provide recommendations for continuous improvement.
12. Proven track record of successfully managing complex financial operations and driving financial performance.
13. Strong analytical and problem-solving skills, with the ability to interpret financial data and provide strategic insights.
14. Excellent leadership and communications skills, with the ability to effectively engage and influence stakeholders at all levels.
15. Demonstrated ability to navigate a dynamic and fast-paced environment, adapting to changing priorities and delivering results.
16. Supervises the design, development, and implementation of an Authority-wide Department-based budgeting system.
17. Investigate alternative funding sources.
18. Responsible for project profitability and its related impact on the corporate budget.
19. Develop and maintain professional relationships with joint venture partners, investors, and municipal development planners.
20. Establish a long-term vision that balances fiscal outcomes with performance goals.
21. Identify and drive the implementation of strategic choices that lead to organizational growth.
22. Lead change and transformation efforts that create lasting value for the finance function and the wider organization.
23. Establish policies and procedures to ensure that appropriate records are established and maintained in accordance with professional practices and HUD regulations.
24. Establish controls to ensure that directives, policies, and procedures are being followed.
25. Arrange financing of newly acquired properties.
26. Ensure effective internal controls.

27. Provide final approval of certified financial audits for the Authority, as well as all affiliated corporations and partnerships.
28. Provide executive management recommendations to strategically enhance financial performance and business opportunities.
29. Knowledge of creating and managing corporations and partnerships.
30. Assist in establishing and maintaining the 5-Year Plan.
31. Assist in the preparation of the annual needs statement and maintaining the annual plan.
32. Participate on various advisory committees and civic organizations to promote public housing and maintain a positive profile in the community.
33. Advise corporate/tax divisions with technical problems.
34. Represent the agency in meetings with governmental officials, non-profit agencies, and the general public.
35. Monitor changes in federal and other regulations, assess their impact on the Authority, and inform senior staff.
36. Attend and present the Authority financial overview at monthly Board meetings.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong organizational skills and must be detailed oriented.
2. Strong commitment to the professional development of staff.
3. Knowledge of the enhancement of administrative efficiencies through appropriate application of communication information technologies.
4. Leadership skills to develop, implement, and sustain a productive organization.
5. Ability to apply considerable levels of concentration constantly throughout the day.
6. Ability to perform effectively with constant interruption and while continuing to meet deadlines.
7. Ability to effectively communicate verbally, individually and in groups with internal contacts, property owners, and other organizations or officials as appropriate.
8. Ability to negotiate and resolve conflict.
9. Ability to be discreet and handle confidential information.
10. Ability to effectively write letters, reports, procedures, maintain documentation and complete required forms.
11. Ability to manipulate necessary office equipment, computers, and peripherals.
12. Ability to work nights, weekends or non-regular hours.
13. Proficiency in the operation of a personal computer, including word processing, spreadsheet, data base and presentation applications as well as ability to search the Internet.

Knowledge of:

- HUD and other federal, state, and local policies, procedures, and regulations related to the operation of a public housing authority.
- The principles and practices of management and supervision.
- The principles and practices of budgeting and budget administration.
- The principles and practices of accounting & finance.
- Modern office equipment.

Skilled in:

- Communicating with people inside and outside of the organization and from a broad range of socio-economic backgrounds.
- Developing policies and procedures designed to meet the goals and objectives of the organization.
- The preparation and presentation of ideas and information in formal & informal settings.

Ability to:

- Plan, organize, and assign routine work and special projects to meet organizational goals.
- Develop and establish effective working relationships with employees, officials, and the public.
- Analyze reports and data; and formulate recommendations.
- Manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
- Anticipate potential problems and needs in order to develop and initiate appropriate corrective action.
- Use sound judgement to make and implement decisions.
- Effectively initiate and manage work projects.
- Develop policies and long-range plans, and appropriately allocate funds. Decisions often involve multiple priorities, limited resources, and internal & external challenges.
- Evaluate the performance of subordinates, correct deficiencies, and effectively assign personnel.

REQUIRED EDUCATION AND EXPERIENCE:

- This position is a safety sensitive position and as such requires pre-employment drug screening and a police background check.
- A valid Florida Driver's license is required and must be maintained throughout period of employment.
- Bachelor's degree in accounting, finance, or a closely related field, as well as ten (10) years of experience in public or governmental accounting which includes five (5) years progressive supervisory experience; highly prefer experience in Public Housing, Master's degree, CPA, CIA.

OR

Any equivalent combination of education, training, and experience, in which, in the sole determination of the Housing Authority, provides the required knowledge, skills, and abilities may be considered.

COMPETENCIES:

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

- **ETHICS** – Treats people with respect; keeps commitments; inspires the trust of others, works with integrity and ethically; upholds organizational values.
- **PROBLEM SOLVING** – Works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **CUSTOMER SERVICE** – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to request for service and assistance; meets commitments.
- **INTERPERSONAL SKILLS** – Focuses on solving conflict, not blame; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remain open to others' ideas

and tries new things.

- **ORAL COMMUNICATION** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions, demonstrates group presentation skills; participates in meetings.
- **WRITTEN COMMUNICATION** – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **TEAM WORK** – Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interest; supports everyone’s efforts to succeed.
- **ORGANIZATIONAL SUPPORT** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- **JUDGEMENT** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **PROFESSIONALISM** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **ADAPTABILITY** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **ATTENDANCE/PUNCTUALITY** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **DEPENDABILITY** – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- **INITIATIVE** – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

This position in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Employee’s Signature

Date

Supervisor’s Signature

Date



Salary Range:

Minimum: \$86,000

Maximum: \$120,000