

JACKSON HOUSING AUTHORITY, TENNESSEE JOB DESCRIPTION

Job Title: Chief Financial Officer

Department: Accounting

Date:

Reports To: Executive Director

Purpose of Job

The purpose of this job is to supervise the accounting, financial and budgetary functions of the Housing Authority in accordance with HUD regulations and Housing Authority policies and procedures. This is highly responsible professional and administrative work in administering and directing the accounting, fiscal and control functions of the Housing Authority. An employee in this classification is responsible for planning, organizing, coordinating, supervising and assisting with such functions as accounting, auditing, budget administration, financial planning, revenue collection and administration, investment of funds, purchasing, payroll operations and data processing. Supervision is exercised over a staff of professional and clerical personnel. Employee has wide latitude in interpreting and applying policies, rules and regulations. Work is performed under the general direction of the Executive Director with considerable latitude for the exercise of independent judgment. Work is reviewed through conferences, reports, periodic audits of records, and evaluation of results obtained.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, directs, and coordinates the fiscal management program; participates in the planning and development of overall fiscal objectives.
- Supervises the budget administration programs including the preparation and revision of budgets, budget analysis, recommendations, and forecasting, the maintenance of budgetary controls and records, and the investment of surplus funds.
- Supervises and assists in the preparation of financial statements and reports, the maintenance of journals, ledgers, other accounting records, the auditing of accounts and financial records, and the maintenance of records of expenditures and receipts of funds.
- Establishes and implements policies for internal auditing; schedules and conducts internal audits.
- Supervises and assists in the maintenance of records regarding bonds, grants, contracts, and related disbursements.
- Oversees purchasing for the Authority.
- Creates, maintains and coordinates a budget for the Housing Authority.
- Creates and maintains management-wide reports and financial statements.
- Creates and maintains accounting policies and procedures.

Jackson Housing Authority Job Description – Chief Financial Officer

- Prepares and reviews a variety of HUD reports.
- Reviews general ledger/trial balance; prepares necessary journal entries.
- Reconciles bond trustee accounts.
- Maintains HUD GAAP accounting and supporting documentation.

Marginal Job Functions

- Supervises staff in the performance of their duties.
- Within the department, assures that the duties, responsibilities, and authority of each job is clearly defined and communicated.
- Within the department, assures that department training needs are identified and met.
- Assures that qualified personnel are selected for financial positions, and that orientation and on the job training programs are conducted effectively.
- Monitors performance levels and produces accurate performance reports and appraisals on a timely basis for department employees.
- Enforces organization policies and rules, and assures prompt and effective coaching and counseling.
- Assures effective communications to staff supervisors, and to peers.
- Assures that all necessary departmental records and files are maintained.
- Recommends changes in policies and procedures. Implements upon receiving appropriate approval(s).
- Assures positive employee relations climate is maintained.
- Assures that the organization's management principles, policies, procedures, and programs are consistently practiced.
- Communicates with coworkers, management, staff, the general public, and others in a courteous and professional manner.
- Conforms with and abides by all regulations, policies, work procedures and instructions.
- Responds promptly when returning telephone calls, and replying to correspondence and faxes.
- Abides by all safety rules and regulations and use/wear all assigned safety.
- Performs any other duties as instructed by the Executive Director.

Jackson Housing Authority Job Description – Chief Financial Officer

Knowledge of Job

Has considerable knowledge of the principles, practices, and procedures of the Jackson Housing Authority and the operations and functions of the Jackson Housing Authority Board of Commissioners. Has thorough knowledge of the principles and practices of modern fiscal administration, and budgeting procedures and objectives. Has extensive knowledge of general acceptable accounting practices. Has thorough knowledge of the statutes, rules, regulations, policies and procedures governing the agency's budgeting and accounting operations. Has thorough knowledge of the principles and practices involved in the preparation, and revision of accounting systems and documents pertaining to bond requirements and housing authorities. Has considerable knowledge of the application of electronic data processing to the maintenance of financial records. Has considerable knowledge of the principles of organization and management, and the principles and practices of purchasing. Possesses the ability to prepare, interpret and analyze fiscal records and reports. Has the ability to plan, assign and supervise the work of a staff engaged in performing a variety of financial, clerical and related activities. Has the ability to establish and maintain effective relationships with officials, employees and the general public. Is computer literate with hands-on experience using computerized accounting programs. Has the ability to handle the accounting requirements of multiple and diverse housing and grant programs simultaneously. Has the ability to make sound independent judgments. The position requires the ability to work with a personal computer in a Windows environment, and the ability to utilize word processing and spreadsheet applications such as Word and Excel as well as HUD related software.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from an accredited four year college or university with a degree in Accounting, Finance, Business Administration, or related; and a CPA certification or a Masters Degree in Financial Management. Must have four years progressively responsible experience in accounting, financial management, budgeting, auditing or related; or a combination of education, training and experience equivalent to the above. Must possess a valid Tennessee Driver's License with the ability to be covered under the Housing Authority's vehicle insurance policy and fidelity bond.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment and tools, such as computer, calculator, copier, typewriter, mail and fax machine, and shredder. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of those for light to medium work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, structural, or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange financial or administrative information. Includes giving assignments and/or directions to managers or assistants as well as communicating with the general public.

LANGUAGE ABILITY: Requires ability to read a variety of informational, personnel related and financial documentation, directions, instructions, and methods and procedures. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech.

INTELLIGENCE: Requires the ability to learn and understand relatively complex financial, personnel related principles and techniques; to make independent judgments in absence of management; to acquire and be able to expound on knowledge of topics related to primary occupation.

Jackson Housing Authority Job Description – Chief Financial Officer

VERBAL APTITUDE: Requires the ability to record and deliver information to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; calculate percentages; determine time and weight; and interpret statistical data.

FORM/SPATIAL APTITUDE: May require the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under moderate to considerable stress.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words. Hearing - perceiving nature of sounds by ear).



The Jackson Housing Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date