

Position Title:	Finance Manager
Department:	Administration
Reports To:	Executive Director
Supervises:	N/A
FLSA Status:	Exempt
Revised/Approved:	September 2016

POSITION SUMMARY:

The Finance Manager is responsible for all financial aspects of Presque Isle Housing Authority operations, including financial record keeping and maintenance of the accounting systems of the Authority; preparing financial reports; processing large sums of cash; projecting cash flow; investing excess funds; preparing budgets and requests for funds; verifying deposits; handling accounts receivable and payable; processing payroll; and managing employee benefits, insurance and internal control systems. Work also includes oversight of agency contracts, contract payments and compliance with procurement procedures and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develops and, as approved, implements strategies to achieve and maintain desired financial health.
2. Creates, coordinates, evaluates and updates financial management and supporting information systems; develops and implements accounting, billing, and auditing policies and procedures for affordable housing activity; ensures record systems are maintained in accordance with generally accepted accounting principles.
3. Coordinates organization's budget development and manages the preparation of property budgets.
4. Establishes and complies with written internal accounting procedures; establishes and maintains appropriate internal control safeguards.
5. Accounts for all funds received, including HCV and maintain a continuing internal audit and breakdown for various programs, including investments.
6. Processes and tracks accounts payable and verifying all expenses for payment.
7. Prepares and processes payroll, and files bi-weekly, monthly and quarterly State and Federal Reports.
8. Compiles necessary data for accountants and assists them in preparing annual reports.
9. Posts monthly manual transactions, runs reports pertaining to all accounting programs and initializes programs into following month.
10. Maintains separate books and records for grant funds as they become available.
11. Maintains fixed asset program and is responsible for auditing of this process.

12. Coordinates personnel management with the Housing Operations Manager regarding employee files and documents.
 13. Establishes and maintains professional relationships with financial institutions to effectively manage agency bank accounts.
 14. Attends Board of Commissioner's (BOC) meetings, informs the Board of the status of activities and projects within the Agency, provides information on Agency financial operations, and proposes recommendations for improvements; responds promptly to BOC inquiries regarding Agency finances.
 15. Oversees the processing of revenue, accounts receivable, expenditures, general ledger, account maintenance, and data entry.
 16. Prepares financial statements, financial reports, and information reports; performs special analyses.
 17. Coordinates the preparation of materials for auditors and oversees the audit process.
 18. Researches and maintains current knowledge of all Housing Authority policies, HUD guidelines, Maine Housing, and other regulatory agency requirements that are related to the accounting and management of affordable housing development; prepares and assists with the submission of reports required to comply with HUD regulations, Federal and State laws.
 19. Manages spending efficiency and provide general pricing leadership.
 20. Prepares and administers awards for contracts, develops project schedules, sets performance and quality standards, enforces the general conditions and requirements of the contract in cooperation with Maintenance Supervisor.
 21. Serve in advisory capacity to Senior Management.
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NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Participates on committees as assigned.
 2. Performs other duties as assigned.
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GENERAL EXPECTATIONS:

1. Be committed to the mission and vision of the Presque Isle Housing Authority.
2. Interacts with tenants in a respectful, responsible way representing the Housing Authority and upholding agency regulations.
3. Maintains professional and technical knowledge.
4. Maintains open communication with all departments within the organization, work as a member of the team in the performance of duties.
5. Consistently maintains a positive attitude.
6. Understands and works within organization policies and procedures.
7. Be reliable and trustworthy.
8. Be well organized.
9. Be punctual for scheduled work and use time efficiently.
10. Performs duties in a conscientious and cooperative manner.
11. Performs work in a timely fashion with a minimum of errors.
12. Responsible for personal safety, embodies proper attitude toward injury and illness

- prevention, and cooperates in all safety and health matters.
13. Maintains confidence and protects the organization by keeping confidential information concerning Housing Authority business, its clients, and its employees confidential.
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent 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 stand; walk; sit; use hands to finger, handle, or feel, including operation of a standard computer keyboard, and reach with arms and hands; occasionally required stoop, bend, crouch, crawl, squat, crouch, and climb, as well as lift, carry, push or pull up to 25 pounds; required to constantly talk, see and hear. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typical office environment, with noise level relatively quiet.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- At least three years of experience in a professional level accounting position; experience with property management and housing finance programs preferred.
- Experience with accounting software preferred.
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Demonstrated professional written and verbal communication, interpersonal, and supervisory skills.
- Ability to interact well with people.
- Strong computer skills including Microsoft Office, especially Word and Excel.
- Extremely detail oriented.
- Excellent communication skills – both verbal and written, including the ability to document processes, procedures, and policies.
- Independent judgment and initiative needed to plan, prioritize, and organize a diversified workload.

Education Requirements: The following education requirements are considered essential:

- Associate's or bachelor's degree in accounting or business administration, or the equivalent in closely-related, professional level education and experience.
- Knowledge of finance, accounting, budgeting, and cost control principles including generally accepted accounting principles.
- Knowledge of federal and state financial regulations.
- Knowledge of relevant automated financial and accounting reporting systems.

** All requirements and skills are essential, unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date