



Warren Metropolitan Housing Authority

Job title: Finance Manager	Civil Service Status: Classified
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Work Location: Administrative Office	Probation: 90 days
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Program: Central Office Cost Center	Lunch: Unpaid
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Reports to: Executive Director	Pay Range:
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<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Hybrid Telework eligible	<input checked="" type="checkbox"/> Exempt
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Position Summary

Under general direction, this position oversees the application of accounting principles within a computerized accounting system. Responsibilities include performing general accounting functions and maintaining accurate account records; monitoring expenditure; preparing monthly financial statements and administrative reports; and managing accounts receivable, accounts payable, payroll, and related accounting records. The role also supports the daily administration of the accounting department, including grant accounting and administration.

Essential Duties and Responsibility:

- Oversee day to day general ledger, reconciliation, payables/receivables, payroll and cash management
- Prepare GAAP financial statements and HUD reports (FAAS/REAC/VMS)
- Manage program budgets, cost allocations, cash flow and variance analysis
- Ensure compliance with HUD, GASB, IRS Regulations, and processing annual 1099's
- Prepare monthly bank reconciliations, and financial board reports
- Assist ED in developing and implementing financial strategies, policies and procedures
- Analyze financial data and provide recommendations for improved performance and cost efficiency.
- Monitor monthly grant expenditures and prepare draw requests
- Collaborate with other departments to ensure proper financial monitoring and reporting for grant-funded programs.
- Perform other related duties as assigned by supervisor.
- Maintain compliance with agency Cash Management Plan Procurement Policy.
- Assist with year-end audits and prepare audit documentation.
- Demonstrate regular and predictable attendance.
- Follow all safety and health practices of Warren Metropolitan Housing Authority
- Attend meetings and training courses as required.

Qualifications:

- Ability to communicate and relate to people of diverse backgrounds and abilities and establish and maintain effective working relationships with other employees and residents.
- Ability to solve problems with creative and individualized approaches.
- Ability to complete forms, compose letters and effectively communicate both verbally and in writing.
- Ability to take initiative and work with minimal supervision.
- Proficient in (Word, Excel, MRI HAB and Happy Software)

- Excellent organizational skills and time management
- Ability to prioritize and plan effectively.
- Valid Ohio Driver's license
- Must pass Drug screen and background check

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with co-workers, clients, and property owners.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Strong analytical skills and attention to detail
- Ability to work independently and to conduct assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Ability to maintain confidential records.
- Strong knowledge of accounting principles and governmental HUD programs and grants
- Bachelor's Degree or higher in accounting, finance, business administration or related field: 5 years of progressively responsible experience in governmental accounting, preferably in a housing authority or housing development organization.

Physical Requirements:

- Ability to perform the essential job functions consistently safely and successfully with the ADA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA and other federal, state, and local standards.
- Must be able to lift and carry up to 25 lbs.
- Must be able to talk, listen and speak clearly on telephone.
- Must be able to sit for 30-60 minutes at a time.
- Must be able to sit in front of a computer screen and enter data for one or more hours at a time.
- Must be able to travel when needed.

Compensation/Benefits

- Employer paid Dental and Vision Benefits.
- Employer paid Life Insurance of \$25,000.
- Vacation Benefits of 80 hours.
- Sick time accrues at the start of employment.
- Paid Holidays (12 ½ Federal Holidays).
- Medical ICHRA allowance or Opt-out allowance.
- Ohio Public Employees Retirement (OPERS).
- Hybrid Telework option.

Print Employee Name:

Employee signature:

Date:

Board approved Date _____