



# Job Opportunity

## Chief Financial Officer

**Organization:** Little Rock Housing Authority d/b/a Metropolitan Housing Alliance [MHA]

**Title of Position:** Chief Financial Officer

**Salary:** \$110,000 - \$130,000 annually

**Position Type:** Full-Time/ Salaried/ Exempt

**EEO Classification:** First/ Mid-Level Officials and Managers

**Location:** 100 Bruce T. Moore Way – Little Rock, AR

**Closing Date:** Until filled

**Hours:** Monday – Friday/ 8:00 am – 5:00 pm

### **SUMMARY**

Serves as head of Finance and Accounting Department within the Little Rock Housing Authority. Maintains control of general ledger including preparation of financial reports. Oversees periodic reporting to HUD and request funds in accordance with established procedures. Monitor and analyze reports, make recommendations and presentations. Oversees internal accounting functions and related withholding reporting and payment. Supervises accounting staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manage the accounting function of the Authority, including day-to-day operations and month-end functions.
- Develop and implement month-end closing procedures and coordinate closing activities with accounting staff to assure timely completion of financial statements.
- Coordinate budget and accounting activity for affordable housing apartments and disburse mortgage payment.
- Review and verify accuracy and completeness of general ledger account balances, and financial statements.
- Review and approve all journal entries.

- Process FSS payouts/forfeitures/transfers.
- Track Section 8 lease-up based on dollars and allowable units, and compute administrative fees earned.
- Oversee the daily cash management of the pooled cash, Section 8 and payroll bank accounts.
- Coordinate collection of receivables.
- Prepare monthly, quarterly, and annual financial statements for distribution to the Executive Director and Board, and appropriate LRHA management personnel.
- Present monthly financial statements to Board of Commissioners.
- Serve as liaison with trustee of Multi-family Revenue Bonds.
- Review monthly grant reports and request funds through LOCCS.
- Coordinate revisions to grants and associated budget revisions with HUD.
- Review information associated with tenant accounts receivable and recommend write-offs, including preparation of resolution and adjustment of reserves as necessary.
- Review utility consumption reports and distribute to housing management.
- Review Section 8 and public housing fraud recoveries and justify retention of collected funds.
- Review project-based budgets and adjust as needed.
- Prepare and input financial data for REAC and reclassify as necessary to obtain maximum PHAS score.
- Input quarterly data in HUD's voucher management system.
- Oversee year-end accounting functions and prepare periodic reports as needed.
- Prepare HUD operating fund calculation (subsidy).
- Prepare year-end settlements of Section 8 and HUD operating fund in order to maximize add-ons and increase subsidy.
- Prepare Section 8 budgets and budget revisions as needed.
- Oversee year-end audit by preparing RFP, negotiating scope and fee, and coordinating audit activities.
- Collect IRS tax levies and prepare IRS Form 945.
- Oversee the preparation of W-2's, 1099's etc.
- Prepare and file personal property tax returns.

- Assist with preparation of annual operating budget.
- Coordinate the annual physical inventory of fixed assets.
- Request reimbursement for excess utility consumption over PFS estimate.
- Serve as leader for general ledger, payroll, fixed assets, accounts payable, and bank reconciliation, by reviewing patch notes and determining impact on operations.
- Handle unclaimed funds and report to the State of Arkansas.
- Report information on Section 8 lease-up and fees to Executive Director.
- Present month-end financial statements to the Board.
- Distribute monthly grant reports to managers of Resident Services and Asset Management.
- Assure that wage and withholding information is reported in accordance with regulations.
- File monthly sales tax returns.
- Review and update accounting procedures manual, as needed.
- Research IRS regulations to ensure compliance.
- Ensure all financial and budget operations, procedures, and internal controls are compliant with Agency policies, Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB) and Governmental Accounting Standards Board (GASB) standards, and Department of Housing and Urban Development (HUD) guidelines.
- Manage the analytical review of all financial reports including Agency-wide monthly and annual variance, tax credit properties, housing program, HUD, and investment, budget, and cash reports, for accuracy, validity, reliability, alignment with program objectives, and in compliance with policies, standards, and regulations.
- Represent the Agency in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Conduct a variety of Agency-wide organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Prepare, review, and present monthly reports and memos on recommendations for Board of Commissioners or affiliate entity boards' actions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of finance programs and operations related to area of assignment.
- Monitor changes in laws, regulations, and technology that may affect Agency or departmental operations; implements policy and procedural changes as required.

- Supervise the accounting staff
  - Review time and leave reports for the department.
  - Plan, assign, and review the work of subordinates.
  - Train or direct training of new personnel.
  - Prepare and review performance appraisals and discuss with subordinates as appropriate.
  - Counsel subordinates regarding job performance and document in accordance with established procedures.
  - Recommend disciplinary and other personnel actions, as needed
- Perform other related duties as assigned.

### **EDUCATION AND/OR EXPERIENCE**

**Education** - Bachelor's degree in accounting plus ten years of progressively responsible experience in financial accounting, which included at least three years of supervisory experience. Current CPA required, public housing experience strongly preferred or experience in another type of public agency is acceptable.

**Experience** - Ten (10) years of progressive responsibility in leading a property management company or division with a focus on affordable housing; demonstrated ability to manage staff; expertise with local, state and federal housing regulations; strong Section 8, FHA Multifamily, Public Housing and Low Income Housing Tax Credit knowledge and experience; established relationships with HUD and affordable housing providers a solid understanding of accounting requirements; working knowledge of MS Office and YARDI Voyager property management software; strong written and verbal communication skills.

### **EQUIPMENT UTILIZED**

Equipment required involved set-up, adjustments, and operational procedures (e.g., computers, tablets, cell phones, calculators, scanners, and digital copier/printer, postage machine.)

### **KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of the Little Rock Housing Authority policies and procedures
- Knowledge of HUD, and other federal, state, and local regulations related to the financial operations of a public housing authority
- Knowledge of the principles and practices of management and supervision
- Knowledge of the principles and practices of accounting
- Knowledge of accounting-related software
- Knowledge of report preparation techniques
- Ability to plan, organize, and assign routine work and special projects in order to meet HUD requirements and organization goals

- Ability to compile or direct compiling of data and preparation of reports
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships with supervisor, subordinates, co-workers, residents, auditors, consultants, and bank personnel
- Ability to analyze reports and financial data and formulate recommendations
- Ability to understand oral and written instructions
- Ability to effectively initiate and manage work projects
- Ability to anticipate potential problems and needs in order to develop and initiate appropriate corrective action
- Ability to evaluate performance of subordinates, correct deficiencies, and effectively assign personnel
- Skill in analyzing and summarizing financial data
- Skill in the use of personal computers, and ADP system
- Skill in the application of accounting principles and practices
- Skill in developing accounting policies and procedures designed to meet the goals and objectives of the organization

## **CORE COMPETENCIES**

- **Strategic Leadership:** Demonstrates knowledge of technical accounting duties involving the maintenance and reporting of financial accounting data; high level of business acumen, including the ability to balance the delivery of programs against the realities of a budget; comprehensive knowledge of strategic planning and project management concepts, methods, techniques, and practices; and ability to remain current in developments and trends in the area of assignment.
- **Initiate and Build Relationships:** Accepts and celebrates differences within your team. Creates a culture that supports the open-door process and gives employees and residents your time. Be present and available. Execute empathy and understanding to build connections with people. Trust and provide honest, timely feedback.
- **Operational Excellence:** Embraces principles and tools to create sustainable improvement across all assigned departments within the agency. Fosters and creates an environment that is resident, and employee focused, to achieve long-term sustainable growth for the agency. Ensures the right tools are applied to the right processes.

- **Execution and Result:** Defines specific and measurable objectives. Identifies key performance indicators. Stays focused on the results and not the process. Leverages resources available to solve problems and achieve desirable outcomes.
- **Analytical Skills:** Ability to compare, contrast and quality check work with keen attention to detail. Able to present numerical data orally and in writing, including through graphics. Ability to apply creative thinking and problem-solving in the execution of one's duties. Ability to analyze reports and data to formulate recommendations.

**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.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to ten (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. The work is primarily conducted in an office environment, with a high level of interaction with external/internal clients. The position may require work to be performed at different properties or sites for interim periods to support business needs, and employee may be subject to environmental elements when conducting visits to various sites or participating in outside events.

**Other:** Must possess a valid driver's license and be insurable by Little Rock Housing Authority.

Position Reports to	Executive Director
Leadership Accountability	Yes
Supervisory Accountability	Yes
Organizational Accountability	Yes
Financial Accountability	Yes
Customer Accountability	Interfaces with internal and external customers

We anticipate hiring at the minimum of the respective pay grade per contractual obligations. We are an EOE & DFWP. A successful applicant will be required to pass a background check including, but not limited to employment history, criminal record and driving record, and may be subject to a pre-employment drug screening.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all the job duties listed, and some incumbents may perform some duties which are not listed, and

incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

### **BENEFITS**

- Medical/Dental/Vision Benefits
- Basic Life Insurance & Supplemental Insurance
- On-site Fitness Center & Wellness Program
- Retirement Plan
- Employee Assistance Program
- Tuition Assistance Opportunities

### **HOW TO APPLY:**

Please email resume to [HR@mhapha.org](mailto:HR@mhapha.org) with subject "Chief Financial Officer"

*The Little Rock Housing Authority is an equal opportunity employer/affirmative action employer. It is the policy and the intent of the Little Rock Housing Authority to provide equality of opportunity in employment for all persons, and in all aspects of its personnel policies, programs, practices, operations, and in all its working conditions and relationships with employees and applicants for employment. Recruitment, hiring, assignment, training, compensation, promotion, retention, and disciplinary decisions will be made without regard to race, color, religion, creed, national origin, sex, sexual orientation, age, disability, genetic information, veteran status, or any other protected class status applicable under state or federal law.*