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Albany Housing Authority  
Job Description  
Chief Financial Officer  
Report to: Chief Executive Officer  
Exempt Status: Exempt

### **Job Description for Chief Financial Officer:**

Responsible for assisting the Chief Executive Officer in the management of the Authority's housing and other supportive programs, as assigned. Performs administrative, managerial and supervisory tasks involving the administration and operation of daily activities of AHA. Functions as alternate liaison between the Authority and the Board of Commissioners (BOC), HUD, state and local jurisdictions. Duties include, but are not limited to, the following:

Assists the Chief Executive Officer in planning, developing, organizing, coordinating, directing, and implementing the Authority's housing and other supportive programs financial statements, as assigned. Assists the Chief Executive Officer in the preparation of information, reports and recommendations for the AHA BOC, based on the financial integrity of the authority.

- Monitors the day-to-day financial activities of the following departments:
  - Development / Community Services
  - Public Housing / PBRA
  - Non-ACC & LIHTC Properties
  - Housing Choice Voucher
  - Administration
- Develops, plans and implements internal policies, programs, goals and objectives with the approval of the Chief Executive Officer.
- Acts for the Chief Executive Officer when the Chief Executive Officer is absent, as assigned.
- In cooperation with the Chief Executive Officer formulates plans and procedures, establishes deadlines, creates complex reports, analyzes problems and develops solutions.
- Assists in, and coordinates the preparation and timely submission of AHA's grant applications, annual budgets and monitors expenditures during the year.
- Maintains continuing surveillance of federal, state and local laws regulations, guidelines, codes and

ordinances pertaining to the Housing and other supportive programs.

- May be assigned by the Chief Executive Officer to communicate with members of Congress, federal, state and local governmental officials, resident organizations, community organizations, business firms and new media regarding Authority goals, priorities and concerns.
- Attends professional meetings, seminars and conferences to keep abreast of new trends, activities and concepts in affordable housing programs.
- Submits reports and statistics required by HUD, and as approved by the CEO. Reviews and approves reports and documents required by federal, state and local jurisdiction.
- Handles documents on a variety of general and technical topics of a highly confidential nature and assures confidentiality of sensitive information pertaining to the Authority's operations.
- Keeps the Chief Executive Officer abreast of the financial operations of the assigned departments on a daily basis and submits reports as required.
- Performs other related duties as assigned by the Chief Executive Officer.

### **Chief Financial Officer Responsibilities:**

This position requires the expert knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards. Under the direct supervision of the CEO, the Chief Financial Officer (CFO) will administer and advice, manage/coordinate and oversee the Housing Authority's fiscal/financial management programs and activities. This position requires expert knowledge of Public Housing, Section 8/Housing Choice Voucher Program, Tax Credits, Bond Financing, Capital Fund, and Mixed-Finance Development.

#### Other Specific Functions:

- Plan, organize and direct the daily management and administration of all aspects of the delivery and financial maintenance of the Authority's Housing and supportive programs
- Strategize and orchestrate various organizational, program and priorities
- Supervise subordinate management, professional, administrative and clerical and technical staff
- Initiate discussions on new programs and determine initiation of funding proposals
- Assist in the development of strategies and direction of both the Authority and individual departments.
- Establish policy-appropriate staff levels in support of Authority goals and objectives; monitor and evaluate efficiency and effectiveness and allocate resources accordingly.
- Work closely with the Chief Administration Officer to access administrative, support systems, and internal reporting relationships; identify opportunities for improvements; direct and implement change. Establish programs to correct deficiencies.
- Establish formal internal communication systems and methods to develop effective and timely interchange of ideas, information, suggestions and recommendation to CEO, department heads and supervisors.
- Assist in the development of Authority policies and procedures implementing Federal, State ad local directives; and as applicable. Procedures for department activities.
- Participate in staff selection. Responsible for assuring appropriate employee training, motivation, supervision and evaluation. Recommend salary increases; take disciplinary action as necessary, and as authorized. Approve leave request and time cards.

- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality and timeliness of Authority work. Hold and conduct regular staff meetings, to include the communication of and training of Authority policies.
- Responsible in the development of the Authority operational and CFP budget
- Ensure strict compliance of agency programs with Federal and State guidelines and regulations; researches and analyzes new Federal and State guidelines.
- Establish a variety of community contacts to effectuate dialog concerning public/private partnerships designed to stimulate the development of affordable housing and services needed to support such development
- Respond to, explain, define, defend and resolve issues pertaining to the Authorities programs, policies and activities. Negotiate and resolve sensitive and controversial issues. Inform the CEO, in a timely manner, on necessary actions, problems, or requirements
- Ensure compliance with CFP obligations and expenditure requirements, to include reporting of same
- Develop cooperating strategies among departments within the Authority and with regulatory and funding agencies, subject to the approval of the CEO.
- Review and approve expenditures as outlined in procurement policies.
- Submit reports and statistics required by HUD
- Assist in the short and long term organizational planning
- Prepare staff reports for the Board of Commissioners, as assigned
- Make presentation to the Board of Commissioners and other bodies.
- Prepare resolutions for Commission review and approval
- Maintain regular and consistent attendance

### **Other Job Functions:**

- Serves back up to all department heads
- May represent the Authority at public meeting and conferences, and attend meetings of housing related professional groups.

### **Chief Financial Officer Requirements:**

- 1. Knowledge of:** Business laws and regulations applying to housing operations. Principles and practices of budget development and administration. Personnel practices, supervision, training and administration. Public housing laws and agency rules. Experience developing of multi-family development projects. Considerable knowledge of health, life, disability, workers' compensation, supplemental insurance programs, and employee leave provisions. Knowledge of the principles, practices and methods of current personnel administration. Considerable knowledge of FMLA, ADA, ERISA, FLSA, COBRA, and OSHA. Knowledge of the provisions and methods of application of personnel policies of the Housing Authority. Considerable knowledge of modern procurement practices and ability to formulate and implement appropriate procurement policies, procedures, forms and records.
- 2. Ability to:** Plan, organize, direct and coordinate work of lower level staff in a manner conducive to high level of organizational performance. Lead facilitate team building and communication. Effectively select, train, supervise, and evaluate subordinates. Maintain confidentiality. Analyze and identify problems and recommend solutions in support of Authority goals. Devise and implement innovative approaches to maximize organizational efficiency and responsiveness. Interpret and apply Federal, State ad local policies, laws and regulations. Communicate complex ideas clearly, concisely, and effectively both verbally and in writing. Prepare clear and concise administrative and financial reports. Prepare and administer large and

complex budgets within established guidelines. Establish and maintain effective working relationship with those contacted in the course of the work. Maintain a discriminating intellect that provides the capability to making sound decisions. Operate a personal computer using various Windows- based application.

**Licenses and Certification:**

- Must possess Certification in Project-Based Rental Assistance Management, or obtained within one year of hire
- Must possess Certification in Section 8 Executive Management, or obtained within one year of hire
- Must possess Certification in Tax Credit Property Management, or obtained within one year of hire
- Must possess and maintain an applicable Georgia's Driver license and a driving record acceptable to the Authority.

Be insurable under the Housing Authority's insurance carriers

**Experience:** At least seven (7) years of increasing responsible demonstrative, financial and management experience in public agency housing program or a closely related field; or private enterprise, non-profit or government administration including five (5) years in supervisory capacity.

**Education:** Possess a Professional Bachelor's degree (Masters and/or CPA Preferred) from an accredited college or university with course work in public administration, financial management, finance, accounting business or a related field.

*The Albany Housing Authority is an Equal Opportunity Employer  
M/F/V/D*