



# Regional Housing Authority

## Position Description FINANCE MANAGER

### **I. Summary:**

The Finance Manager position is responsible establishing financial policies, procedures, and controls. This position ensures legal and regulatory compliance for accounting and financial reporting functions. The Finance Manger also oversees the day-to-day operations for general accounting, accounts payable, accounts receivable/collection and travel.

### **II. Authority:**

The Finance Manager reports to the Chief Financial Officer. Supervises finance staff.

### **III. Duties and Responsibilities:**

- Develops and implements financial policies and procedures by researching federal and state requirements.
- Establishes departmental priorities and ensures deadlines are met.
- Manage Accounts Payable and Accounts Receivable team by hiring, establishing each member's core responsibilities, supervise, evaluate, and serve as their mentor for career development. Consults with Human Resources as appropriate.
- Manages cash flow to ensure cash is available for processing payments.
- Manages 3<sup>rd</sup> party softwares to ensure month end close deadlines are met, including problem solving integration issues so transactions can be posted to the general ledger.
- Monitor expenses to ensure compliance with OMB SuperCircular 2 CFR Part 200 and THRHA policies.
- Maintains general ledger setups for grants, projects, work orders, and expenses to ensure accurate reporting
- Reconcile subsidiaries, LLC's and other legal entities to ensure accurate financial reporting and assist in producing financial statements.
- Assist in audits as required and appropriate.

### **IV. Required knowledge, Abilities and Skills:**

- Proven management abilities
- Strong technical skills and a desire to implement positive change to enhance success.
- Demonstrated knowledge in the field of accounting.
- Excellent verbal and written communication skills
- Demonstrated experience preparing and delivering presentations.
- Knowledge of Federal and State programs and services, particularly programs related to HUD and/or Indian Tribes.
- Ability to plan, organize, and direct staff
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

- Ability to maintain positive interpersonal relationships.
- Possess strong verbal and written communication skills
- Experience with word processing, spreadsheets, electronic mail, and electronic calendar software
- Ability to travel to communities throughout Southeast Alaska
- While performing the duties of this job, the employee is regularly required to:
  - Talk or hear;
  - Sit for extended period;
  - Stand;
  - Walk;
  - Use hands to finger, handle or feel; and
  - Reach with hands and arms.

**V. Minimum Qualifications:**

Bachelor’s degree in a business, financial, accounting, or related field required. Ten or more years of experience in managing a finance or accounting department.

**VI. Grade Level:**

Grade 15

Exempt

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by:

Supervisor/Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Created (July 2022)