



POSTED	November 30, 2018
DEADLINE	December 14, 2018
PAY RATE	\$41.60 – \$66.56 hrly (\$86,528 – \$138,445)
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SUPERVISOR	Milton Scott, Executive Director

**Title: Director of Finance**

FLSA Status: Exempt

**BRIEF DESCRIPTION**

This position acts as the Chief Financial Officer for the agency. The purpose of this position is to oversee all financial functions and operations. This is accomplished by supervising tenant accounting activities, supervising accounts payable and payroll, overseeing the general ledger and related financial reports, overseeing the preparation of agency-wide budgets, supervise audit processes, review findings and implement changes, prepare and analyze financial reports, communicate effectively, both orally and in writing to senior and subordinate staff and outside agencies, make presentation before the Housing Board of Commissioners, and other entities as appropriate. Select, train and evaluate subordinate staff. The finance department will oversee the administration of HUD funding grants awarded to the housing authority to ensure funds are disbursed according to governmental requirements. Complete and submit all HUD financial reports and coordinating overall departmental activities with the Executive Director. In addition, coordinate activities with other Departmental Directors and staff, ensuring compliance with HUD regulations, and developing efficient ways to reach the agency goals and objectives.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b> Exerting up to 10lbs. occasionally or negligible weights frequently, sitting most of the time.	<b>(L) Light</b> Exerting up to 20lbs. occasionally; 10lbs. frequently, or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50lbs. occasionally; 10-25 lbs. frequently, or up to 10lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100lbs. occasionally; 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> Exerting over 100lbs. occasionally; 50-100lbs. frequently, or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Perform financial, strategic planning and analysis activities; monitor operational and financial performance to anticipate and meet needs of the agency financial solvency. Prepare annual operating budget incorporating asset management project (AMP) financial accounting and submit end of fiscal year report. Supervise audit processes, review and implement changes, prepare, and analyze financial findings; and submit all financial reports.	60%



2	S	Complete and submit all HUD financial reports. Monitor capital funds and prepare financial data statement (FDS) and submit reports as required. Be a signer for financial documents and checks for the agency. Monitor all investment activities. Perform other duties as assigned.	25 %
3	S	Coordinate final budget/subsidy with Assistant Finance Director for presentation to staff and board. Oversee preparation for annual audit/ GAAP compliance. Conduct performance evaluations of subordinates; address performance and disciplinary matters. Foster strong results orientation within department; facilitate ongoing learning, well-being, professional satisfaction and development of staff.	15 %



**JOB REQUIREMENTS:**

- Description of Minimum Job Requirements-	
Formal Education	<p><b>Minimum Qualification:</b> three+ years of increasingly responsible work related experience or vocational/technical certification obtained that reflects the skill level needed.</p> <p><b>Preferred Qualification:</b> Work requires broad knowledge in a general professional or technical field normally acquired through a four year degree or equivalent from a college. CPA certification preferred. Experience in public housing programs and application of HUD Public Housing and Tenant-Based Rental Assistance program rules and regulations. Familiarity with Site-Based budgeting and Asset Management Project (AMP)</p>
Experience	Over three years up to and including five years.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	Receives Administrative Direction. The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Position has organization-wide fiscal responsibility. Assures that appropriate linkages exist between organization-wide budget, funding limitations and services levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares financial statements and budget reports.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



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Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Driver's License



**OVERALL PHYSICAL STRENGTH DEMANDS:**

- Physical strength for this position is indicated below with "X" -

Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

- Physical Demand -	- Frequency -	- Brief Description -
Standing	O	communicating with co-workers, observing work duties, observing work site
Sitting	C	desk work, driving, meetings
Walking	O	around work site, to other departments/offices/office equipment
Lifting	O	equipment, files, supplies
Carrying	O	equipment, files, supplies
Pushing/Pulling	R	equipment, file drawers
Reaching	C	for files, for supplies
Handling	C	Paper work
Fine Dexterity	F	calculator, computer keyboard, telephone pad
Kneeling	R	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	F	filing in lower drawers, retrieving items from lower shelves/ground, making repairs
Twisting	O	from computer to telephone, getting inside vehicle
Climbing	R	stairs, step stool
Balancing	R	on step stool
Vision	C	computer keyboard, observing work site, reading
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	R	Driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer, fax machine, copier, printer, scanner, telephone, Microsoft Office Suite, other related software, small tools, vehicle

ENVIRONMENTAL FACTORS:

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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- Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

- Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/ Humidity	N
Physical Hazards	N

(1) N A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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- Description of Non-Physical Demands-	- Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/ Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/ Distracting Environment	R
Other (see 2 below)	N

(2) N A

PRIMARY WORK LOCATION

Office Environment	X	Vehicle	
Warehouse		Out doors	
Shop		Other (see 3 below)	
Recreation/ Neighborhood Center			

(3) N A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

	_____	_____
	Signature of Employee	Date
_____	_____	_____
Job Title of Supervisor	Signature of Supervisor	Date
_____	_____	_____
Job Title of Department Head	Signature of Department Head	Date

Comments: \_\_\_\_\_

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.