



Position Announcement:

Assistant Finance Director Kansas City, Kansas Housing Authority

The Opportunity

The Kansas City, Kansas Housing Authority, a mature PHA with more than 60 years of service, seeks a mid-career controller or accounting/financial analysis professional to serve as the agency's Assistant Finance Director. This position succeeds an incumbent who is retiring and may offer the opportunity for career advancement within the organization.

Chartered in 1957, the Kansas City, Kansas Housing Authority is committed to help low- and moderate-income families and individuals achieve greater stability and self-reliance by providing safe, affordable quality housing; by partnering with community services and agencies; and by promoting economic opportunity in a suitable living environment free from discrimination.

Opening Juniper Gardens as its first development in 1962, KCKHA operates 16 properties and scattered-site housing with more than 2,057 units for families and elderly residents across Kansas City, Kansas. Beyond these KCKHA-operated sites, the Housing Authority administers more than 1,600 Section 8 rent-subsidy certificates and vouchers. Of the agency's \$18 million budget, nearly half comes from HUD funding.

Accountabilities; Role

Reporting to the Finance Director and supervising a staff of three, the Assistant Finance Director is responsible for the supervision of the housing, staff and general ledger accounting functions within a centralized public housing organization. The Assistant Finance Director works closely with the Finance Director to ensure smooth function of the department and accurate reporting to facilitate effective management of the business. In addition, the Assistant Finance Director helps lead the annual budget process and assists in assuring proper compliance and reporting for public funds. S/he may serve as acting Finance Director in the Finance director's absence.

Essential Functions

- 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.
- Supervises tenant accounting functions by reviewing accounts when necessary; preparing repayment agreements; reviewing late notices, summons lists, and court lists; and assisting with the determination of continued tenant occupancy. Supervises finance staff responsible for payroll, FMLA, COBRA, etc.

- Supervises general ledger function by: Reviewing and approving journal entries; reviewing reports for accuracy; and preparing reports for HUD systems including Section 8 program reports and year-end financial reports. Prepares and monitors agency budget estimates, including operating subsidy calculations. Maintains eLOCCS fund drawdown system activity. Assists/manages finance staff in maintenance of Capital Fund accounting functions.
- Assists Director of Finance in carrying out the duties of the department. Delegates and responds to inquiries, as necessary.
- Approves payments to vendors and check accounts to ensure accuracy of coding. Ensures cash flow management and transfers funds between bank accounts, as necessary.
- Works with insurance companies on loss reporting and management. Works with telecommunications and technology vendors in maintaining Management Information System and ancillary systems.

Desired Attributes and Skills

The ideal candidate will be a highly organized and focused professional, skilled at people and process management. S/he will demonstrate a commitment to ensuring a high-level of accuracy, integrity, accountability and fiscal effectiveness. In addition, the candidate will demonstrate:

- Passion for the mission of KCKHA to help low- and moderate-income families and individuals achieve greater stability and self-reliance by providing safe, affordable quality housing in a suitable living environment free from discrimination.
- Strong attention to detail and business analytics skills.
- Excellent time management skills, including the ability to prioritize and adjust to changing priorities and to meet required deadlines.
- Strong interpersonal skills, with a customer-service orientation.
- Strong communications skills, both orally and writing, with the ability to write concisely and to follow logical sequence.
- Ability to work collaboratively, independently and as part of a team. Ability to assume team leadership, as necessary.
- Continuous commitment to evaluation, effectiveness and improvement.
- Solid intuition, sound judgement, and the ability to recognize when consultation is needed to complete a task.
- Ability to self-start and implement programs.
- Commitment to personal and organizational growth.
- Personal orientation toward professional development and supporting a team.

Competencies

- Knowledge of accounting theory, principles and practices.
- Facility with financial software packages. Command of technology with the ability to leverage it to improve operations and communication. Advanced Excel proficiency required. Intermediate proficiency using Office 365 software applications required.
- Ability to prepare financial reports in a clear and logical manner.
- Ability to interpret federal and state policies and regulations.
- Knowledge of housing agency operations.
- Knowledge of federal housing programs, Section 8 housing regulations and requirements.

Required Education and Experience

Bachelor's degree in Accounting or Business/Finance-related field with Accounting Concentration. Advanced degree preferred.

Minimum of 5 to 8 years in accounting or financial-related roles.

Prior management/supervisory responsibility preferred.

Professional certification or work toward (e.g. CPA) is a plus.

Application Deadline and Procedure

While the position will remain open until filled, **applications received prior to January 31, 2020, will receive priority consideration.**

Apply by email to: HCapKCKHAFinance@gmail.com

Attach to the e-mail **in PDF format only**:

- Letter of application
- Resumé, detailing measurable success in the areas of key qualifications for the position
- List of five professional references we may contact

Complete applications will be acknowledged by return e-mail within one week of submission.

Questions may be directed to: HCapSearchNP, Jennifer Furla, Partner, jfurla@hcapsearch.com; 816-591-5493.

The Kansas City, Kansas Housing Authority is an Equal Opportunity Employer. KCKHA affords equal employment opportunity regardless of age, race, gender, creed, national origin, disability, gender identity, veteran status or any other legally protected categories.

