**Chief Financial Officer**

The Housing Authority of the City of South Bend, Indiana is seeking a qualified CFO responsible for providing overall leadership and management for financial and other assigned functions of the Authority. Responsibilities may include assisting in the development of strategies and policies; providing financial guidance to management; and managing financial and regulatory risk.

**Primary Functions:**

1. Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; coordinating staff training; and implementing hiring, discipline, and termination procedures.

2. Directs human resources, information technology, and other functions of the Authority to ensure effective and efficient operations.

3. Evaluates growth strategies of the Authority to determine financial needs and risks; assists in allocating resources to accomplish objectives.

4. Manages financial and regulatory risk, including: monitoring compliance with legal requirements; evaluating financial reports for compliance with regulations; and performing related tasks.

5. Recommends and implements financial policies, procedures, and systems to ensure proper management of Authority finances.

6. Presents reports, policy proposals, initiatives, and other financial information to the board.

7. Provides financial guidance to management staff.

8. Coordinates and manages Authority budgets, including: monitoring budget accounts; allocating budgets; preparing budget revisions; and reviewing budget calculations.

9. Negotiates deals with investors to secure financing.

10. Performs other duties of a similar nature or level.

**Required Knowledge, Skills and Abilities**

* Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
* Knowledge of the purposes, policies, and regulations of the Housing Authority as established by the Board of Commissioners.
* Knowledge of the objectives, programs, budgetary needs, and organizational structure of the Housing Authority.
* Knowledge of Generally Accepted Accounting Principles (GAAP), as well as governmental or nonprofit accounting practices.
* Knowledge of general ledger and financial management reporting automated systems.
* Knowledge of modern office practices and procedures. Knowledge of modern office equipment including copiers, personal computers, calculators, facsimile machines, etc. Proficient in Microsoft Office software.
* Ability to apply governmental policies and procedures to accounting and finance operations to plan, direct and organize the work of subordinate employees.
* Ability to develop, implement, and maintain complex accounting, finance, and administrative records, methods, and procedures.
* Ability to prepare, analyze and interpret various financial management reports.
* Ability to supervise, train, delegate, and instruct subordinates to achieve department and agency goals effectively and efficiently.
* Ability to present ideas and information in a clear and concise manner, both orally and in writing.
* Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.

**Education and Experience:**

Bachelor’s Degree in accounting, finance, or related field(s) and a minimum of 10 years’ experience in budget analysis, purchasing, and accounting, with at least 7 years in a supervisory position and 3 years in an executive level position. Master of Business Administration Degree preferred. Certified Public Accountant preferred. An equivalent combination of education and experience may be considered. Comprehensive knowledge of the modern principles, practices, and techniques of Public Housing Authority Management including HUD Procurement. CPA license preferred.

**Technical Skills**

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

**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; and 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 25 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.

**Licensing Requirement:**

Certified Public Accountant

Salary Range: $90,000 to $110,000.00