

The Housing Authority of South Bend (HASB) is seeking a highly qualified and motivated person to serve as Finance Director. HASB administers 813 public housing units organized into 4 asset management projects (AMPs) and 2,124 Housing Choice Vouchers (HCV). HASB is located in South Bend, Indiana, 5 miles from the Michigan border, equal distance from Illinois and Ohio, and 93 miles from Chicago. South Bend, Indiana is also home to the University of Notre Dame.

**The Position of Finance Director**

The Finance Director reports directly to the Executive Director and is responsible for these essential duties. Maintaining and organizing financial information; Prepare accurate and timely financial reports for submission to the Executive Director; Board of Commissioners; Ensure appropriate accounting internal control procedures are utilized; Tracking accounts payable balances; Verify checks are printed and distributed in an organized and timely manner; Maintaining and reviewing cash account balances;

Review and analyze financial statements and periodic accounting reports; ensuring Section 8 HAP checks are prepared and distributed on time; ensuring VMS is submitted timely; ensuring all financial aspects of the FSS Program are properly executed; Prepare monthly and timely submitted year-end financial statements; and ensure maximization of PHAS ratios; Verify that funds have been properly transferred to the appropriate program and project bank accounts; Prepare operating budgets for the various programs.

Prepare and submit the unaudited financial submission to HUD prior to the November 30 deadline;

Prepare and submit the audited financial submission to HUD prior to the June 30 deadline;

Prepare and timely submit the annual Public Housing Operating Subsidy submission to HUD;

CPA preferred;

The salary for this position will be based on qualifications and experience.

**How to Apply**

To be considered for this position, please mail all required information to:

Ms. Eula Milon, Administrative Services Manager

Housing Authority of South Bend

501 Alonzo Watson Drive

South Bend, Indiana 46601

**Due Date:** All applications must be received **November 20, 2019**.

Your application must include all of the following:

* A cover letter summarizing your qualifications and interest.
* A current resume.
* A completed Housing Authority of South Bend employment application.
* A writing sample on a topic related to the administration of a public housing authority.

Questions about the application requirements or process can be sent to Ms. Eula Milon, Administrative Services Manager at (574) 235-9146 or via email at [milone@sbhaonline.com](mailto:milone@sbhaonline.com).

**HOUSING AUTHORITY OF THE CITY OF SOUTH BEND**

**Job Description**

**Job Title:** Finance Director

**Department:** Finance

**Reports To:** Executive Director

**FLSA Status:** Exempt

**Work Schedule:** Generally, works a nine-hour shift

**O.T. Required:** Occasionally works evenings and weekends

**Prepared By:** Human Resources

**Prepared Date:** March 24, 2016

**Approved By:** Executive Director

**Approved Date:** March 24, 2016

**GENERAL PURPOSE**

The position is responsible for these essential duties:

* Maintaining and organizing financial information;
* Prepare accurate and timely financial reports for submission to the Executive Director; Board of Commissioners;
* Ensure appropriate accounting internal control procedures are utilized;
* Tracking accounts payable balances;
* Verify checks are printed and distributed in an organized and timely manner;
* Maintaining and reviewing cash account balances;
* Review and analyzefinancial statements and periodic accounting reports;
* Ensuring Section 8 HAP checks are prepared and distributed on time;
* Ensuring VMS is submitted timely;
* Ensuring all financial aspects of the FSS Program are properly executed;
* Prepare monthly and timely submittedyear-end financial statements; and ensure maximization of PHAS ratios;
* Verify that funds have been properly transferred to the appropriate program and project bank accounts;
* Prepare operating budgets for the various programs.
* Prepare and submit the unaudited financial submission to HUD prior to the November 30 deadline;
* Prepare and submit the audited financial submission to HUD prior to the June 30 deadline;
* Prepare and timely submit the annual Public Housing Operating Subsidy submission to HUD;
* CPA preferred;
* Any other duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the above and following.

Performs all duties in accordance with the department’s and position’s performance standards.

**Accounts Payable:**

Determines proper General Ledger account(s) have been assigned for invoice entry. Also determines if proper supporting documentation is included before making payment. Coordinates with appropriate management personnel to get proper paperwork if lacking, to ensure sufficient audit trail.

Verify that information for utility bills is being tracked and preparebills for payment. Oversees accounts receivable functions, balancing adjustments & deposits, and reconciling Daily Statements of Operating and rental register accounts.

Maintains confidential vendor files to include copies of checks, invoices or statements, vouchers, receiving documents, purchase requisitions, and purchase orders.

Serves as advisor for procurement matters.

Verify payroll tax returns are properly filed.

Prepares analysis of accounts, as required or requested by management.

Review bank reconciliations prepared by fee accountant and write-off stale-dated checks.

Oversees preparation of 1099 forms for Accounts Payable vendors and landlords.

Assists with monthly closings.

**GENERAL LEDGER:**

Prepares and maintains daily bank registers and cash flow analysis.

Develops monthly cash flow projections, utilizing rental income, HUD operating subsidies and investments to ensure the Housing Authority maintains an adequate cash flow for daily operations.

Serves as the main point of contact for all banking services.

Assist with preparing all budgets, fiscal year-end reports and related documents.

Monitor grants to ensure fund availability and prepares and submits financial reports pertaining to all grant programs.

Provide weekly updates to executive management regarding cash balances, grant reporting, accounts payable, etc.

Ensures income and expenses are allocated to the proper Program/AMPs and inter-fund payables/receivables are properly recorded.

**PAYROLL:**

Verify that employees are being properly coded to the appropriate account and program

Verify that tax returns are timely filed.

**OTHER**

Work with staffing on making recommendations for Fund draw downs for Capital, Operating & Lead Based Paint and other programs.

Assists with accounts receivable and special projects, as assigned.

Courteously and thoroughly responds to vendor telephone, and in-person inquiries, and to written correspondence.

Advises the Executive Director of procurement and vendor payment issues.

Promotes and ensures customer/resident satisfaction with their housing and in their interactions with HASB staff.

**LEVEL OF CONTACTS**

Daily personal and telephone contact with staff at all levels. Daily personal, telephone and written contact with vendors regarding purchases. Must interact in a professional and courteous manner.

**REGULATIONS, POLICIES AND PROCEDURES**

HUD Rules and Regulations

HASB Policies and Procedures

Generally Accepted Accounting Principles (GAAP)

Standard Account Practices and Procedures

Financial Management Guidelines

Capital Fund Guidelines

**SUPERVISORY RESPONSIBILITIES**

Accounts Payable Clerk and any other finance staff

**DECISIONS MADE INDEPENDENTLY**

Essential duties, tasks, and responsibilities.

**DECISIONS REFERRED TO SUPERVISOR**

All matters relating to the news media

Inquiries from mayor, Congress, HUD

Decisions that could set an unfavorable precedent for the agency

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A CPA is preferred. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Associate’s or Bachelor’s degree in Accounting; three to five (3-5) years’ experience in all phases of accounting and fiscal reporting for federally assisted programs and agencies; working knowledge of data processing relating to processing of accounts payable, and material usage, or equivalent combination of education and experience. HUD/Housing Authority accounting experience is a plus. A CPA is preferred.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as financial reports, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or employees of HASB.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, and percentages. Ability to apply concepts of basic algebra and geometry. Ability to apply mathematical operations to daily accounting tasks.

**REASONING ABILITY**

Ability to define problemscollects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Driver's License and must be insurable under the HASB’s automobile insurance.

**OTHER SKILLS AND QUALIFICATIONS**

Must have experience working with computer software such as Microsoft Word and Excel. Must exhibit good judgment, maintain confidentiality, be diplomatic and be able to relate to persons of all ethnic and economic backgrounds. Must be able to work with limited supervision, and be able to work flexible hours including evenings and weekends, when required. Must have a working personal telephone.

**MACHINES, TOOLS USED**

Computer input/output device

Calculator

Automobile

Fax Machine

Copy Machine

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**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.

The noise level in the work environment is usually moderate.