

# FINANCE MANAGER

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## **JOB RESPONSIBILITIES**

In addition to the following, performs other related duties as required.

Serves as fiduciary officer to manage and oversee all financial and accounting functions including maintenance of general ledger accounts, preparation of financial statements and other reports, etc.; coordination of audits; ensures that business is managed in an ethical and financially sound manner and in accordance with generally accepted accounting principles (GAAP).

## **QUALIFICATIONS**

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of secondary education, Bachelor's degree in accounting, finance, or related discipline; two (2) years of accounting/financial management experience; or equivalent. Experience in HUD accounting and financial reporting desirable.

## **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must be bondable.

## **ESSENTIAL FUNCTIONS OF THE POSITION**

For purposes of 42 USC 12101:

1. Assumes responsibility for the proper maintenance and accuracy of funds and accounts maintained by the agency; oversees collections and deposits rents and other income on a daily basis; transfers funds for needed program expenditures as required; records all transactions (e.g., deposits, transfers, etc.) and ensures that accounts are maintained in accordance with approved expenditures and applicable rules and regulations.
2. Oversees fiscal and accounting activities for Housing Authority programs; monitors program reserve balances (e.g., public housing, certificates, and vouchers, etc.); reconciles bank statements for accuracy; prepares monthly accounting reports in accordance with agency policy and procedures and the Department of Housing and Urban Development; reviews work performed by Housing Authority staff and outside accountants to ensure accuracy and adherence to proper procedures; develops and maintains departmental files and records.
3. Prepares annual operating budget for review by Executive Director and action by the Board of Commissioners; gathers information required for the budget process and audits; maintains records in accordance with policy and procedures; exercises continuing controls to ensure compliance with budgetary guidelines and internal auditing requirements.
4. Preparation of or oversees preparation of payrolls and related spreadsheets and monitors employee benefits; compares or oversees comparison of employee time sheets with payroll records to ensure accuracy; tracks employee leave usage (e.g., sick time, vacation days, etc.); executes bank transfers in accordance with established policy and procedures.

5. Contacts vendors, clients, auditors, attorneys, insurance brokers, bankers, landlords, tenants and government agencies, in order to obtain or disseminate information related to financial and accounting activities.
6. Supervises all staff assigned (e.g., schedules and assigns tasks, interviews job applicants, recommends the hiring of job applicants, recommends discipline, recommends pay assignments, evaluates performance, receives and responds to employee complaints, approves and recommends the approval of leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, assists with the development of policy, recommends policy changes, participates in personnel or labor relations activities, has access to other employees' personnel files, has unlimited access to financial data used in the payroll and benefit budgeting process, and has access to financial data used in monitoring organizational revenue/income).
7. Receives, monitors, and tracks disbursement of grant monies; monitors and oversees cash flow; purchases and sells securities investments; monitors purchases, contracts, securities investments, and other financial instruments.
8. Maintains required licensure and certification.
9. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
10. Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Prepares and oversees preparation of correspondence.
2. Develops and maintains statistical data.
3. Maintains and tracks petty cash fund.
4. Performs other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Lake Metropolitan Housing Authority.

**MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)**

**Knowledge of:** generally accepted accounting principles (GAAP); bookkeeping; budgeting; auditing; finance; payroll tax code; purchasing; business/payroll practices and procedures; geographic layout of jurisdiction; department goals and objectives;\* department policies and procedures;\* public relations; community resources and services; Ohio Revised Code Title 37; English grammar and spelling; records management; employee training and development; workplace safety; supervisory principles and practices; manpower planning; business administration; project management; local geographical area.

**Skill in:** data entry; computer operation; switchboard or telephone console operation; adding machine or calculator operation; use of modern office equipment.

**Ability to:** carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; deal with many variables and determine specific action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; calculate fractions, decimals, and percentages; calculate statistics; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; recognize safety warnings; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships; resolve complaints.

### **EQUIPMENT OPERATED**

The following are examples only and are not intended to be all inclusive.

Personal computer, printer, copy machine, fax machine, calculator/adding machine, and other standard business office equipment.

### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS**

The employee: is exposed to chemicals found in an office environment (toner, correction fluid, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

All candidates are asked to submit an application or cover letter and resume to the Lake Metropolitan Housing Authority, 189 First Street, Painesville, OH, 44077 to the attention of the Executive Director or by e-mail to [lmengelkamp@lakemetrohousing.org](mailto:lmengelkamp@lakemetrohousing.org). The position will remain open until filled; Principals only, no telephone calls please.

LMHA is an Equal Opportunity employer.

## **COMPETENCIES:**

*To perform this job successfully, an individual should demonstrate the following competencies:*

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition. This skill is characterized by the following types of behaviors:

- Takes initiative to make things happen
- Maintains positive “can-do” attitude; successfully meets or exceeds goals
- Demonstrates dedication to and understanding of the mission of the organization
- Takes ownership of issues and problems, even when originating in other areas
- Consistently demonstrates effort to meet and exceed internal/external client expectations
- Overcomes obstacles to complete projects/tasks successfully
- Continuously improves own performance standards and results
- Makes specific changes in work processes to improve performance
- Learns and applies new information quickly

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers. This skill is characterized by the following types of behaviors:

- Treats customers with courtesy and concern; responds promptly, professionally, and politely
- Anticipates what customer wants, and works to provide it
- Initiates action/response to customer complaint/inquiry
- Responds in a timely, effective manner, even if just following-up
- Considers every customer interaction as important
- Always delivers on customer commitments; measures performance
- Translates customer information to others in the organization with a need to know
- Ensures that consultation, products, and services delivered address the customer's needs by asking customer for feedback

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys an understanding of, the comments and questions of others; listens effectively. This skill is characterized by the following types of behaviors:

- Willingly shares information
- Recognizes important information and ensures that others that need to know are informed.
- Clearly and concisely expresses ideas and concepts orally and in writing
- Listens openly and non-judgmentally
- Expresses disagreement tactfully and sensitively
- Summarizes input, then checks for understanding
- Listens without interrupting
- Uses correct grammar, spelling and punctuation
- Maintains eye contact when speaking

- Thinks through main ideas that he/she is trying to express
- Ensures information is accurate; stops rumors from spreading

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work. This skill is characterized by the following types of behaviors:

- Will not ignore a problem, even if it is not one's direct responsibility
- Anticipates and acts to avoid a future problem
- Reacts quickly and positively to customer and co-worker inquiries
- Puts the highest priority on accomplishing objectives
- Takes responsibility for one's own actions
- Ensures fair share of work is completed
- Appropriately shares credit for work and ideas with co-workers and subordinates

## **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.*

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

**Mathematical Skills** - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability** - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills** - To perform this job successfully, an individual should have knowledge of spreadsheet software Excel and word processing software MS Word.