

March 2021

POSITION TITLE: ASSISTANT DIRECTOR OF FINANCE AND INFORMATION SYSTEMS

DEPARTMENT: Finance and Information Systems

REPORTS TO: Director of Finance and Information Systems

SUPERVISES: Accountants and Accountant IIs

PURPOSE: Accounting work of professional difficulty and responsibility in applying accounting theory and practice to the installation and maintenance of accounting systems. Duties require a high level of technical training and are characterized by responsibility for maintenance of a HUD accounting system, as well as a system that conforms to generally accepted accounting practices. Responsible for the direct supervision of the Accountants and Accountant IIs.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Serves as assistant to the Director of Finance and Information Systems in the Authority.
2. Maintains the General Ledger system for the VSHA, HFI, and associated partnerships.
3. Supervises the Accountants and Accountant IIs. Coordinates the operations of the Accounting office including reviewing and evaluating work performance; approve leave time and payroll.
4. Determine staff training needs; coordinate and provide appropriate training, coaching, etc.
5. Prepares for and assists in the completion of the annual independent financial audits of the VSHA, HFI, and associated partnerships.
6. Supervises the preparation of and submits to the Director of Finance and Information Systems monthly financial statements for the VSHA, HFI, and associated partnerships.
7. Supervises the preparation of regular and special reports, budgets and analysis of financial information. Included in this are external reports to funding and regulatory agencies.
8. Responsible for bids, claims and communications with agents/adjustors for all insurance aspects covering VSHA, HFI, and associated partnerships.
10. Performs analysis, as needed, on revenue and expenditure patterns and budget to actual variances.
11. Develops, adapts and maintains accounting control entailing planning and reviewing of financial records.
12. Performs work of a confidential nature.
13. Signatory on all VSHA's and associated bank accounts.
14. Works with regulatory agencies in the resolution of accounting and reporting issues.

15. Works with and adapts automated systems.
16. Performs related work as required or assigned.

SECONDARY POSITION TASKS:

1. As necessary, assumes the hands-on responsibility of individual Accountants.
2. As necessary, assumes computer/network related tasks

ESSENTIAL POSITION REQUIREMENTS AND QUALIFICATIONS:

Education:

1. Bachelor's degree with major work in accounting, business administration or an equally pertinent field, including at least 15 credit hours in accounting.
2. Additional experience, as defined below, may be substituted on a two for one-year basis for the Bachelor's Degree.

Experience:

1. Five years of experience with an emphasis on general ledger control at a professional level including strong supervisory responsibilities.

Skills and Abilities:

1. Considerable knowledge of and skill in applying accounting theory and practice to accounting transactions in multi-program and/or multi-organizational situations.
2. Considerable knowledge of HUD accounting practices as well as generally accepted accounting practices and their application.
3. Awareness of governmental accounting and of state and federal laws relating to accounting procedure in the agency.
4. Ability to devise and install a new accounting system or revise an existing system.
5. Ability to examine, analyze and verify accounting books and records of the agency in original entry and summary forms.
6. Ability to work with financial data of a confidential nature.
7. Ability to analyze and interpret complex financial data and its impact on Authority programs.
8. Ability to meet goals and objectives set by the Authority within a specified time.
9. Ability to independently handle a diversity of functions and take initiatives and make decisions within the framework of Authority policies.
10. Ability to plan, assign, supervise and evaluate the work of subordinate employees.
11. Knowledge of computerized programs and ability to prepare a wide variety of clear and concise reports.

12. Strong interpersonal skills and ability to communicate effectively orally and in writing on all levels; must exercise a high degree of confidentiality, judgment, courtesy and tact; and establish and maintain effective working relationships with employees, officials, agencies and the general public.
13. Ability to provide program backup as needed and assume assigned responsibilities of the Director of Finance and Information Systems in his/her absence.

Certifications/Registrations/Licenses:

1. Non-Essential - Must possess a valid driver's license, dependable private means of transportation, and carry liability insurance of at least \$50,000.00.

Working Conditions/Physical Demands:

1. Full-time salaried exempt position, non-union. Flexible working hours may be needed.
2. Office environment (may be remote at times). Must be able to telework and have reliable internet service.
3. Ability to perform managerial duties. Work involves walking, standing and may include driving for brief periods of time.

Equipment Used:

1. Computer, printers, telephones, fax, copy machine, calculator, general office equipment.

PAY CLASSIFICATION: Exempt