



Dane County Housing Authority

Finance Director/Deputy Director

The mission of Dane County Housing Authority is to promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination. DCHA will always strive to provide and further affordable housing through our long-term planning strategies, partnerships with other organizations, and utilizing bonding financing to develop and preserve affordable housing. The Finance Director plays an important role in the mission of the organization. As the Finance Director/Deputy Director, you will plan, organize, and perform all general accounting, fiscal record keeping and reporting, and budget development for the Agency. You will provide the Executive Director, Finance Committee and Board of Directors (BOD) with financial reports and analysis detailing the fund available to and within the several financial entities in which the Agency operates. You will manage various funds as well as review the feasibility of development projects and assist in securing the financing of approved projects. You will assist the Executive Director in the development and implementation of a fiscal plan that maximizes the funds available for the Agency's use in accomplishing its goals and objectives. You will also serve as the financial advisor to the Executive Director, Finance Committee and BOD providing highly responsible and complex administrative support and analysis. Responsible for assisting the Executive Director in overall administration and management of the Agency's housing programs, personnel functions, IT and Finance.

Finance Director/Deputy Director Job Responsibilities:

Strategic/Financial Analysis Duties: (approximately 25-30 hours per week)

- Prepares complex financial reports, statements, and tax returns in accordance with city, state, and federal requirements.
- Responsible for establishing and maintaining internal controls over the accounting functions.
- Prepares or gathers supporting documentation, including work papers to assist outside auditor's preparation of year-end audit.
- Monitors cash flow for general property funds and special projects and anticipates funding needs.
- Prepare monthly Section 8 reports including VMS submissions and year-end audit submission to the HUD REAC system.
- Assist Housing Specialists in advising Executive Director regarding leasing, scheduling, portability, and monthly payout processing.
- Track and manage all Capital Fund Program budget areas and projects.

- Coordinates with Asset/Property Management Company to ensure financial compliance and timely reporting for all lender, investor, and partner requirements.
- Regularly monitor the financial and operational performance of the Agency's portfolio.
- Research legal and other pertinent documents (i.e., LPAs, subsidy contracts, loan agreements, tax returns, audits, regulatory agreements, ROFRs, guaranty agreements, cash flow/capital transaction waterfalls, etc.) to see if they support or obstruct the Agency's strategy
- Assists Executive Director with review and analysis of financial projections, contracts, and agreements for current and potential development opportunities. Review and reconcile major development and capital budget tracking and draws.
- Assists the Executive Director in planning, developing, organizing, directing, and implementing the Agency's Housing Programs.
- Works with the Executive Director, Finance Committee, and the Board of Directors (BOD) to assist in the development of the Agency's strategic and operational plans. Effectively manages the development of organizational structures, and plans and implements internal policies, programs, goals, and priorities; makes recommendations to the Executive Director for changes if needed.
- Establishes reporting systems to monitor and evaluate various aspects of the Agency's operations on a frequent and continuing basis to establish an overview of conditions, appearance, problems, resolution, accomplishments, and results, while ensuring compliance with Agency policies and procedures and applicable federal, state, and local regulations.
- Assists in the oversight and provisions for the safekeeping of the Agency's buildings, grounds, facilities, equipment, supplies, monies, files, records, documents, and reporting. Leads all financial planning and analysis (FP&A), including forecasting.
- Responsible for timely preparation and submission of the Agency's yearly Capital Improvements 5 Year Plan and annual statement.
- Assists the Executive Director in identifying federal and non-federal funding sources to augment any declining subsidy funding, helping to ensure the viability of housing and associated programs offered by the Agency.
- Monitors staffing levels to ensure capacity to achieve organizational objectives, based upon approved budgetary guidelines.
- Assists the Executive Director with documentation surrounding employee recruitment, selection, employment, training, direction, supervision, utilization, evaluation, discipline, and termination. Makes recommendations to the Executive Director regarding salary ranges, employee benefits, and revisions. Reviews periodic reports on the accomplishment of assigned goals and objectives.
- Attends Finance Committee and BOD meetings, informs the Committee and the Board of the status of activities and projects within the Agency, provides information on evaluations of efficiency and effectiveness of Agency operations, and proposes recommendations for improvements. Responds promptly to Committee and BOD inquiries regarding Agency plans and operations.

- May negotiate contracts with outside agencies and companies for major maintenance and management services
- Attends professional meetings, seminars, and conferences to keep abreast of current trends, activities, and concepts in Public Housing. Supports, assists, and works with other Agencies and affiliated organizations in joint efforts, which are mutually beneficial.
- Participates in community activities and functions relevant to Agency objectives; maintains membership and participates in appropriate community service organization(s) activities.
- Stay abreast of public housing, affordable housing, tax credits and development opportunities by acquiring knowledge of HUD, State and Local regulations, ordinances, publications and by attendance of professional conferences, trainings, and meetings.

Daily Transactional Tasks: (approximately 10-15 hours per week)

- Responsible for all day-to-day financial transactions and operations, including payroll, billing, vouchering, general ledger management, accounts payable, accounts receivable and financial reporting.
- Prepares, maintains, and analyzes all accounting records, allocation schedules, account reconciliations, properties indebtedness schedules, repayments, and additional management reports as required for DCHA-owned and managed properties. Prepares journal entries as needed to record all Agency transactions.
- Prepares payroll activities, including processing of bi-weekly payroll, processing staffing changes, and employee benefits program administration, prepare all journal entries necessary to record payroll and benefit activities.
- Ensure all banking deposits, withdrawals and necessary transfers are made and recorded accurately and in a timely manner. Complete all monthly bank reconciliations timely.

Finance Director Qualifications and Skills:

- Knows how to utilize general accounting and payroll software.
- Understands financial reporting and has strong analytical skills. Able to read, analyze and interpret a wide range of technical instructions, federal and state regulations, and deal with several abstract variables.
- Communicates effectively and has exceptional written and verbal communication skills.
- Develops strong working relationships with colleagues across departments and seniority levels.
- Ability to balance day-to-day transaction execution with complex projects and financial statement reviews.
- Ability to prioritize and effectively manage multiple projects and task completion in accordance with established requirements, expectations, and deadlines.

- Possess the ability to adapt to change in the work environment. Must be able to work with interruptions, respond calmly and professionally and demonstrate the ability to provide quality and professional services to a culturally diverse population.
- Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
- A passion for fulfilling the mission of the Agency.

Education and Experience Requirements:

- Bachelor's degree in accounting or finance, economics is required. Strong knowledge of GAAP.
- Licensed CPA preferred, but not required.
- Non-profit accounting experience preferred. Experience in LIHTC, HUD or asset/property management ideal.
- Real Estate/Asset management experience preferred.
- At least five years experience in a computerized accounting environment is required.

Work Hours and Benefits: This is a full-time position with majority of hours preferred in office. Some remote work is possible. Benefits include vacation time, medical, dental and vision coverage and a generous pension/403b plan.

To Apply: Please provide a resume and cover letter to Karyn Knaak, DCHA Executive Director at kknaak@dcha.net.