

FINANCE DIRECTOR

*Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize, direct and review the activities and operations of the Finance Department including accounting, payroll, budget, investments and credit; to provide supervision to Finance Department staff; to coordinate assigned activities with other YCH departments and outside agencies; and to provide highly responsible support to the Executive Director.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Executive Director and serves at the will of the Executive Director.

Exercises direct supervision over Finance Department personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Assume management responsibility for all services and activities of the Finance department including accounting, payroll, budget, investments, credit and related administrative areas.
2. Manage and participate in the development and implementation of Agency's goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Plan, direct, implement and review the work plan for finance and accounting staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
4. Supervise and participate in the development and administration of the Finance Department and Agency budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
5. Prepare and assist in periodic audits of budget; provide information and answer questions from auditors regarding Agency funds.

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6. Prepare financial reports and statements; coordinate debt service and contract activities with appropriate organizations.
7. Prepare the annual budget and make presentations as required by the Executive Director.
8. Serve as a liaison for the Finance Department with other departments and outside agencies, including HUD and State; negotiate and resolve sensitive and controversial issues.
9. Serve as staff on a variety of boards, commissions and committees as assigned; prepare and present staff reports and other necessary correspondence.
10. Perform accounting and financial duties; ensure that all transactions comply with mandated requirements; prepare a variety of financial statements and reports.
11. Provide periodic reports on department activities to Board of Commissioners; attend Board meetings as required.
12. Provide staff assistance to the Executive Director.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of financial services.
14. In accordance with Government Code 3100, perform the duties as disaster services worker as assigned in the event of a declared disaster or state of emergency by the Yolo County Housing Executive Director, Yolo County OES and/or the State of California DHS.
15. Perform all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries within 24 hours to your supervisor or member of the management team; reporting any safety concerns to your supervisor, member of the management team, or member of the YCH safety committee.
16. Abide by the YCH Risk Control Policy Statement assuring the highest level of safety and well being of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses. Report any observed or reported health, safety, and risk concerns to your supervisor, a member of the management team, or member of the YCH risk control committee.
17. Perform related duties and responsibilities as required and/or assigned.

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QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive finance program including accounting, payroll, budget, investments, data processing, and related services.
- Principles and practices of public sector accounting and financing with emphasis on enterprise funds as they relate to housing and community development.
- Principles and practices of accounting for housing and community development activities, including asset management, bonding, and other forms of investment.
- HUD financial management systems, including eLOCCCS, REAC, FDS, VMS.
- State and local financial management and grant systems, including programs of the California Department of Housing and Community Development.
- Principles and practices of public sector organization and administration.
- Principles and practices of budget preparation and administration.
- Pertinent Federal, State and local codes, laws, and regulations.

Ability to:

- Oversee and direct the operations, services and activities of the Finance Department.
- Plan, organize, direct and control department administration and operations.
- Manage, direct and coordinate the work of finance and accounting staff.
- Assist in the selection, supervision, training and evaluation of finance and accounting staff.
- Develop and administer division goals, objectives, and procedures.
- Prepare and administer a housing authority budget.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

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- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Interpret and apply Agency policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in accounting or business management, including two years of administrative and supervisory responsibility and at least one year of public housing authority or related experience.

Training:

Bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field. Master's degree preferred.

Physical Demands:

Essential functions require maintaining physical condition necessary for sitting or standing for prolonged periods of time in an office environment. Have hand strength and the manual dexterity to operate keyboard equipment. Must be able to stretch, bend, and lift up to 10 pounds. Reasonable accommodations for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodation can be made to the Resource Administrator.

Special Requirements:

- Current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the YCH insurance company and insurable by YCH insurance carriers is preferred.
- Provide required proof of legal right to work in the United States.

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- Public employees under Government Code 3100-3109 are required to perform duties as disaster service workers in the event of a natural, man-made, or war-caused emergency. To prepare for this service, employees in this classification code are required to complete, at a minimum, NIMS 100 Certification within their first year of employment.

Yolo County Housing is an equal opportunity employer.

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