



## **FINANCE, HUMAN RESOURCES AND INFORMATION TECHNOLOGY MANAGER**

*Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

To participate in the management, supervision, and coordination of the programs and activities of the Finance, Human Resources (HR), and Information Technology (IT) Division; to oversee the fiscal and accounting functions for the agency; to ensure accurate, up-to-date and complete fiscal and data accountability and to safeguard the agency through compliance with applicable governmental standards; in depth understanding of computer operations and administration; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex financial and administrative support to the Executive Director and Board of Commissioners of the Grand Forks Housing Authority (agency).

### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direct supervision from the Executive Director.

This position exercises direct supervision over professional, technical, and clerical staff to include Accountants, Accounting and Payroll Specialists, and Accounting Technicians. Position also advises all GFHA staff on proper accounting, HR, and IT techniques and processes.

### **SPECIFICATIONS**

**Duties and Responsibilities include the following.** *Other duties or tasks may be assigned as required. Management may modify, change, or add to the duties of this description at any time without notice.*

- Management of all functions of the Finance, HR, and IT services and activities of Finance Division of the agency.
- Ensures accounting and financial systems are maintained in accordance with Generally Accepted Accounting Principles (GAAP) and establishes and maintains appropriate internal controls to ensure compliance with applicable federal, state and local laws and regulations and agency rules and procedures.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the finance division; recommend and administer policies and procedures.
- Directly participates in preparation, presentation, and audit functions of all financial information of the agency and its related property clients. Oversees the monthly reconciliation of books of accounts, the closing of books at fiscal yearend, preparation of statements for financial reports and detailed account analysis.
- Monitor and evaluate the efficiency and effectiveness of accounting methods and procedures; recommend changes to Department Policy, available services, and staffing levels.
- Select, train, motivate, and evaluate Finance, HR and IT personnel; work with employees to correct deficiencies; implement discipline and termination procedures.



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- Reviews work of and ensures the accuracy of all transactions and reconciliations done by accounting staff, compliance with GAAP, funder requirements, and all applicable federal and state regulations.
- Take leadership role in the development and administration of all agency's budgets; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments; maintain separation of duties of all financial transactions.
- Serve as liaison for the Finance, HR and IT Division with other divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
- Serve as financial representative on a variety of boards, commissions, and committees as necessary; prepare and present financial staff reports and other necessary correspondence.
- Oversees all payroll activities of the agency.
- Provide responsible staff assistance to the Executive Director.
- Assist in the development and coordination of funding sources that support programs and activities of the all divisions of the agency. Recommend modifications to agency programs, policies, and procedures as appropriate.
- Attend and participate in professional group meetings; stay abreast of current trends and innovations in the field of Finance, HR and IT.
- Respond to and resolve difficult and sensitive client and vendor inquiries and complaints.
- Provides financial analysis as requested by the Executive Director and Board of Commissioners.
- Maintains current knowledge of and ensures compliance with all applicable state and local laws, particularly regarding resident-landlord relations, all applicable Fair Housing laws, and ensures that all supervised associates are familiar with and understand them.
- Maintains courteous and continuous communication with associates and residents in a respectful and professional manner. Communicates with residents regarding questions and concerns and takes steps to resolve issues or refers them to appropriate associates. Responds to all residents in a courteous and prompt manner, prepares correspondence to residents and maintains accurate conversation records.
- Responsible for the hiring and termination of all Finance, HR and IT Division staff.
- As needed, purchases supplies adhering to the agency's budgets, policies and procedures.
- Receives, verifies and processes payment for all agency vendor invoices upon receipt from other divisions.
- Supports and motivates peers and staff to participate in company sponsored classes and provided training, with the objective of completing individual goals and objectives. Ensures staff is in compliance with all mandatory training.



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- Supports industry networking and encourages staff to participate in industry association functions.
- Perform related duties and responsibilities as required.

### **QUALIFICATIONS (Knowledge, Skills, and Abilities)**

#### **Knowledge:**

Current GAAP accounting, HR and IT policies and techniques regarding commercial and assisted residential housing. Knowledge of accounting processes for tenant based and project based rental assistance, and payroll software solutions, to include Department of Housing and Urban Developments (HUD) Secure System and Epic software; Management skills to analyze programs, policies, and operational needs; Principles and practices of program development and administration; Principles and practices of public and non-profit budget preparation and administration; Principles of supervision, training, and performance evaluation; Pertinent Federal, State, and local laws, codes, and regulations; Computer network systems and the Internet.

#### **Skills:**

Communicate clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with those contacted in the course of work; Maintain capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities; Financial administration of Federal, state, and local grants in support of agency's housing and client service programs. Skill in office internet technology, computers, business software, and housing management software.

#### **Abilities:**

Manage, direct, and coordinate the work of lower level staff; Select, supervise, train, and evaluate staff; Oversee and direct the operations, services, and activities of all financial, HR, and IT functions of the agency and its managed properties; Develop and administer, division goals, objectives and procedures; Prepare and administer large and complex budgets; 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; Research, analyze, and evaluate new financial, HR, and IT methods and techniques; Interpret and apply Federal, State, and local policies, laws, and regulations.

#### **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 the knowledge and abilities would be:

##### **Experience:**

Five to seven years of increasingly responsible experience in financial administration, including three or more years of division management as a Manager, Director, or Controller with supervisory responsibility.

##### **Training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work accounting with a strong knowledge of GAAP. MBA and/or CPA credentials preferred. GFHA utilizes the YARDI Voyager Residential Property Management Software and ADP Payroll Software.



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### WORKING CONDITIONS:

#### **Environmental and Physical Conditions:**

Office environment; minimal travel from site to site; work with computers; Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

### **SALARY AND BENEFITS**

This is an exempt position. Competitive salary depending on qualifications. Benefits include health insurance, retirement program, vacation, and sick leave.

**Starting Range: \$68,285 - \$80,000**, depending on qualifications

*Grand Forks Housing Authority is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, creed, sexual orientation, marital status, or familial status*

I understand the description of this job and the essential functions, as given above.

### **Signatures**

\_\_\_\_\_  
Finance, Human Resources and Information Technology Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

