

Director of Finance and Administration

The Director of Finance and Administration reports to the Executive Director, and s/he is responsible for fiscal functions relating to the Conventional Public Housing, Rental Assistance and Resident Services programs. The Director of Finance and Administration is responsible for delegating tasks, monitoring work, and overseeing compliance with established procedures and practices in the following areas: accounts payable, rent collections, cash management, investment, insurance, payroll, personnel, rental assistance receivable and payables. The Director of Finance and Administration will also spend approximately half his/her time performing the daily functions of the financial department.

The Director of Finance and Administration supervises the AP/AR Clerk employees. The Director of Finance and Administration also assists in the oversight and operation of the data processing functions of the agency. The Director of Finance and Administration prepares financial reports for the Deputy Director as required. The Director of Finance and Administration monitors Federal and State Conventional, Leased Housing, Modernization, and development budgets to ensure expenditures fall within budget guidelines.

Responsibilities:

1. Prepares monthly expense statements.
2. Reviews CHA programs and significant financial outlays.
3. Oversees cash management, consisting of the Authority's cash flow and investment activities.
4. Reconciles bank statements.
5. Reviews and oversees all accounts receivable and payable, including Leased Housing owner payments.
6. Monitors and reports on the Section 8 Mobility Program.
7. Prepares biweekly payroll on computerized payroll system.
8. Performs daily functions of financial department including accounts payable, accounts receivable, payroll and leased housing payables and receivables.
9. Responsible for Budget Preparation and monitoring.
10. Works closely with Fee Accountant to produce financial statements.
11. Maintains the inventory records.
12. Maintains all CHA Modernization financial records.
13. Maintains personnel records, computes employee benefits.
14. Acts as liaison with employee benefit providers- Group Insurance Commission, Chelsea Retirement Board, Credit Union, and Dental Plan providers.
15. Coordinates all new hire procedures (advertising, scheduling, interviewing)
16. Prepares written evaluations of financial staff.
17. Monitors all Administrative contracts (Auditors, Fee Accountant, Insurance, Utilities)
18. Performs other related duties as required.

Minimum Qualifications and Experience:

Excellent hands-on financial and organizational skills. Thorough knowledge of generally accepted accounting principles. Supervisory and management skills, ability to delegate responsibility and monitor tasks. Strong math, writing and computer skills including, but not limited to, MS Office and QuickBooks. Knowledge of PHA-WEB is preferred. Ability to work with numbers in an accurate manner. Knowledge of GAAP and bookkeeping practices. Good communication (written and oral) skills, must be well-organized and accurate in making mathematical calculations and data-entry, must be able to work well with persons of diverse backgrounds. Must exercise good judgement in maintaining the confidentiality and integrity of CHA's financial information. Good organizational and office skills

A minimum of five years of related financial experience including supervisory responsibility. Previous experience in a housing authority environment is preferred. Bachelor's Degree in Accounting required.

Starting Salary Range

\$100,000 to \$110,000 based on experience

Interested candidates may submit resumes by email at employment@chelseaha.com, (subject line FD2022) or mail (address below) by November 28, 2022 or until position is filled.

Chelsea Housing Authority Human Resource Department (FD2022)
54 Locke Street Chelsea, MA 02150