



**JOB TITLE:** FINANCE DIRECTOR  
**REPORTS TO:** CHIEF EXECUTIVE OFFICER  
**DEPARTMENT:** FINANCE  
**FLSA STATUS:** SALARIED - EXEMPT

**JOB SUMMARY:**

Plans, organizes, controls and directs the overall operations of finance and accounting systems for the PHA. Administers financial, accounting, budgeting, purchasing, risk management, cash and reporting functions. Oversees budgets of PHA Operating/Capital Fund, Special Program, Section 8, and HOPE VI. Manages the investment portfolio and is responsible for the development of long term financial planning for the agency. Also serves as treasurer of the 501c3, Peoria Opportunities Foundation.

**MAJOR JOB RESPONSIBILITIES:**

- Establishes major economic objectives and policies for the PHA
- Plans, organizes and directs financial and accounting functions, including accounts payable, receipts and disbursement, general journals, inventories, fixed assets, preparation of financial statements and cost reports, and analysis activities.
- Oversees the compilation of data for annual operating budgets and annual capital budget preparation; assists department heads in budget preparation; provides historical data, estimates revenues for budget year, and compiles and produces PHA budget.
- Prepares year- end financial reports and projects PHA financial condition. Projects cash flow.
- Approves all purchase orders and signs checks.
- Coordinates all insurance coverage's including proposing insurance policies and carriers and processing insurance claims.
- Manages the IS Administrator or consultant. (If applicable)
- Interviews, makes hiring decisions, plans and assigns work and reviews and evaluates performance of subordinates.
- Consults with auditors, CPA's and HUD officials to develop procedures and authoritative pronouncements, provide data and documents, and resolve questions and recommendations.
- Provides information, reports, and advice to Board of Commissioners and department heads, including recommendations on all matters relations to finance and accounting.
- Participates in continuing education and training, as well as keeps abreast of HUD regulations.

Performs other related duties as required.

**The job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related tasks other than those stated in the description.**

**EQUIPMENT USED:**

Personal computer, mainframe terminal, calculator, general office equipment.

### **MINIMUM QUALIFICATIONS REQUIRED:**

- Bachelor's degree in Business Administration, Public Administration, Accounting, Finance or related field.
- Knowledge of and experience in federal-aided public housing, affordable housing, and tax credit management is required.
- CPA desirable.
- Have a minimum of 7 years of progressive responsible administrative and finance management experience, with at least 4 years of department or senior management experience. Any equivalent combination of training, education, and experience will be considered.
- Any equivalent combination of education and experience which provides the minimum level of qualifications stated above.
- Knowledge of generally accepted accounting procedures. (GAAP)
- Knowledge of cash management techniques and practices.
- Knowledge of budgeting procedures and multi-funded financing operations.
- Knowledge of the purposes, policies, and regulations of the Housing Authority as established by the Board of Commissioners
- Ability to plan, select, train, assign, direct, motivate and effectively utilize the work of subordinate employees.
- Skill and ability to communicate effectively, orally and in writing, with people of diverse backgrounds.
- Ability to establish and maintain effective working relationships with co-workers, residents, contractors, vendors, the general public, and local, state and federal officials, and union representatives.
- Ability to effectively make presentations regarding financial information.
- Valid driver's license.
- Must be able to be covered under the Housing Authority's fidelity bond.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to talk and hear; use hands, fingers, arms; reach, stoop, kneel, crouch, crawl, stand and walk. They must be able to regularly lift and/or move up to 10 pounds and occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.

### **EMPLOYMENT EXPECTATIONS**

Every employee shall know and agree to adhere to the Peoria Housing Authority's Core Values. It will be the responsibility of the employee to practice these basic principles of service both inside and outside the agency. Each employee will be held responsible for conducting their behavior in accordance with these values. An employee violating any of these values will be subject to appropriate disciplinary action, up to and including termination depending upon severity of the violation.