



Housing Authority of the City of Reno

Announces an Open Competitive Recruitment for ***DIRECTOR OF ADMINISTRATION (Director of Finance)***

THE POSITION

Working independently with general guidance this position serves as the Director of Finance for the Reno Housing Authority, with responsibility for the strategic and day-to-day management of the Housing Authority's fiscal operations. Plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Finance Department, including budgeting, accounting, payroll, accounts payable/receivable, and financing activities.

THE JOB DESCRIPTION IS ATTACHED TO THIS ANNOUNCEMENT

WHAT WE DO

The RHA helps ensure nearly 9,000 people in the Truckee Meadows have a safe, secure place to call home. We are the largest provider of affordable housing in Washoe County, proudly assisting families and individuals in our community.

WHY APPLY?

The RHA is committed to developing a team that embraces our mission and core values throughout our local community. To offer superior service to our clients, we invest substantially in professional growth and development and are focused on exemplifying our underlying values of integrity, trust, leadership, progress and customer service. We offer **competitive salaries** based on skills and experience, an **exceptional benefits** package, a robust defined benefit retirement plan, and ample **opportunities for growth**. Our benefits package includes:

- ◆ **100% employer paid** health, dental, vision & life insurance
- ◆ Flexible Spending plan.
- ◆ **Excellent vacation & sick leave** accrual program
- ◆ Thirteen (13) paid Holidays
- ◆ **100% employer paid** retirement contribution for the Public Employees Retirement System (PERS)
- ◆ **Paid Parental Leave**
- ◆ 457(b) retirement savings program
- ◆ **Employer paid** life insurance and AD&D
- ◆ Positive, friendly work environment focused on providing work/life balance

SALARY PAY RANGE

- ⇒ Starting annual salary \$97,198.40
- ⇒ Merit increases to \$143,624.00

CONDITIONS OF EMPLOYMENT

This is a full-time, exempt position. The RHA is committed to ensuring a safe, productive and positive work environment through a Drug and Alcohol-Free Workplace. Selected candidates will need to complete a pre-employment drug screen and background checks including a criminal history check and credit check.

TO BE CONSIDERED

If interested and meet the minimum qualifications for this position you are encouraged to obtain an application at www.renoha.org. If reasonable accommodation is required, please contact the RHA Human Resource Director at HR@renoha.org

Please submit a complete application on or before the close date to HR@renoha.org. While you may include a resume, the RHA cannot accept resumes in lieu of a completed application.

EQUAL OPPORTUNITY EMPLOYER

The Reno Housing Authority is an equal opportunity employer. The RHA is committed to the principles of Equal Employment Opportunity (EEO) in accordance with applicable Federal and State law, and Executive Orders. Our policies prohibit unlawful discrimination based on race, color, creed, gender, religion, marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by Federal, State, or local laws.

CLOSE DATE: Open until filled

This recruitment may close at any time based on applications received. Qualified applicants are encouraged to apply as soon as possible.



Housing Authority of the City of Reno

DIRECTOR OF ADMINISTRATION (Director of Finance)

DEPARTMENT: Finance
REPORTS TO: Executive Director
Exempt/Grade: Exempt / Grade 2

SUMMARY

Working independently with general guidance this position serves as the Director of Finance for the Reno Housing Authority, with responsibility for the strategic and day-to-day management of the Housing Authority's fiscal operations. Plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Finance Department, including budgeting, accounting, payroll, accounts payable/receivable, and financing activities.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES

- Participates in the development and implementation of goals, objectives, policies and priorities, and the monitoring and evaluation of progress and performance of the Finance Department for the Housing Authority.
- Responsible for all Finance Department programs, services and activities including overseeing functions such as budgeting, accounting, payroll, accounts payable/receivable, financing activities, and insurance.
- Manages the planning and direction of financial activities, investments and safeguarding the Housing Authority's assets.
- Ensures all finance and accounting procedures, transactions and records are in compliance with federal, State, HUD rules, and Generally Accepted Accounting Principles (GAAP) regulations and requirements.
- Establishes and maintains accounting policies and controls, fiscal controls, preparation of financial reports, maintenance of ledger accounts and financial statements and manages Authority payments and receipts.
- Develops procedural and budgetary recommendations and cost effectively administers assigned functions and the overall operation of the Authority.
- Coordinate the administration of the Housing Authority annual budget. Direct the monitoring of expenditures, and the preparation of and implementation of budgetary adjustments as necessary. Monitor budget for variances and ensure accountability.
- Direct and conduct a wide variety of financial studies, forecasts, analyses, and reports. Conduct studies and prepare reports on Housing Authority operations, including capital outlay projects. Analyze reports on the status of the budget accounts and requirements.
- Continuously monitor and evaluate the efficiency

and effectiveness of Finance Department's service delivery methods and procedures, identify opportunities for improvement. Direct and implement changes.

- Develops and maintains the Housing Authorities financial/accounting policies and ensures adherence to HUD regulations and requirements related to financial management.
- Monitors and maintains Housing Authority compliance with HUD, Federal and State requirements, ensuring timely and accurate completion of required reports.
- Coordinate the performance of annual audits and HUD financial reviews. Review and analyze audit findings and implement corrective actions if needed.
- Lead, coach and manage the Finance Department staff which includes selecting, training, supervising, evaluating, developing, counseling and, when necessary, appropriately managing performance in accordance with approved policies and procedures.
- Coordinates and communicates effectively with other department Directors, Executive Director, and the Board of Commissioners regarding Finance Department activities.
- Prepare and present financial information in various meetings and workshops.
- Performs other related tasks and duties as assigned.
- Manages and participates in the development and administration of the Agency's annual budget and internal controls.
- Performs other related tasks and duties as assigned.

MINIMUM QUALIFICATIONS

- A four-year degree in accounting, business administration, finance, public administration or a related field from an accredited college or university.
- At least five (5) years' progressively responsible finance and accounting experience, with at least two (2) years being in a management capacity relating to substantive finance and accounting matters. Governmental accounting experience is desirable.
- Two (2) years of supervisory experience.

<p><i>Position descriptions are intended to present a descriptive list of the range of duties performed by the title and is not all-inclusive. May be expected to perform job-related duties other than those listed.</i></p>	<p>Revised: 07,23; 03/21; 01/15 Est: 03/87</p>
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- Knowledge of HUD programs, requirements, and policies/procedures and/or grants management is highly desirable.
- Or an equivalent combination of education, training and experience which provides the knowledge and abilities necessary to perform the work as determined by Human Resources.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of and application of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
- Knowledge of federal and state laws, regulations, and ordinances governing the fiscal operations of the Housing Authority.
- Knowledge of the principles of financial administration, including recordkeeping, budgeting, reporting, and auditing.
- Knowledge of automated accounting applications and principles including the use of spreadsheets and other standard financial and business software.
- Knowledge of account analysis/reconciliations, budgets and financial reporting.
- Ability to plan, direct and integrate a broad range of complex financial, financial planning, budgeting and service programs and activities.
- Ability to direct and evaluate financial programs and make recommendations for improvement.
- Ability to define complex budgeting, financial and financing issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
- Ability to organize work, set priorities, meet critical deadlines, and follow up on assignments with minimal supervision.
- Ability to handle confidential information with discretion and independent judgement.
- Ability to analyze data and prepare clear, concise, and accurate reports, documents and statistical records.
- Ability to effectively communicate verbally and in writing.
- Ability to establish and maintain effective and cooperative working relationships with residents, contractors, vendors, RHA staff, and the public.
- Ability to effectively function as a senior member of the executive leadership team and contribute to the Housing Authority’s overall direction, management, evaluation, and well-being.
- Ability to prepare clear, concise and comprehensive financial statements, correspondence, reports, studies and other written materials for both technical and non-technical audiences.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work indoors in an office setting with the need to meet strict deadlines, regularly operate standard office equipment including computers, printers, telephones, and copiers.
- Stamina to sit for extended periods of time; vision to read printed materials; hearing and speech to communicate in person or over the telephone.
- Occasionally lift, carry, push, and pull materials and objects up to 10 pounds.

ADDITIONAL REQUIREMENTS

- A Valid Nevada Driver's License at time of appointment with an acceptable driving record throughout employment is required.
- Obtain and maintain certifications, licensure or credentials that relate to the position as directed by the Authority.
- Provide a copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of offer.
- Credit check required.

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