

**HOUSING AUTHORITY OF THE COUNTY OF SAN JOAQUIN  
EMPLOYMENT OPPORTUNITY**

July 6, 2010



<b>Position</b>	<b>Director of Finance</b>				
<b>Assignment</b>	<b>Finance</b>				
<b>Work Hours</b>	<b>Shall fall within the hours between 7:00 A.M. &amp; 7:00 P.M. (Regular)</b>				
<b>Compensation (Monthly)</b>	<b>A</b> \$6,598	<b>B</b> \$6,929	<b>C</b> \$7,275	<b>D</b> \$7,639	<b>E</b> \$8,020
<b>Supervisor</b>	<b>Executive Director</b>				
<b>Final Filing Date</b>	<b>Consideration of applications will begin on August 18, 2010. This position will be open until filled.</b>				

**Application Requirements**

An official Housing Authority application form must be submitted to Human Resources Department by the final filing date. Incomplete applications cannot be revised after the final filing date. Resumes may be submitted as additional information only.

**Selection Procedure**

1. Applicants' qualifications will be evaluated and applicants who clearly appear to be qualified in terms of job prerequisites are eligible to be invited to an interview. Examples of acceptable combinations of education, training and experience include:
  - 8 years experience may be substituted for a BA degree.
  - 4 years experience may be substituted for an AA degree.
  - The length of a training and/or certificate program may be substituted on a 2:1 exchange of months attended for experience (2 months attendance equals 1 month of experience.)
  
2. Quality ranking factors will be knowledge and ability, education, training and/or experience, and required skills necessary for successful job performance. Candidates will be rated on each factor and must receive a majority of acceptable ratings and an average rating of 70 or better to qualify for ranking.
  
3. The final selection of candidates to fill these vacancies shall be made by the Executive Director from among those recommended, in accordance with his evaluation of the candidates relative to the needs of the Authority. An eligible/promotional list (if applicable to the posted position) will be established. However, when there are less than three (3) names on the list, or the list has been in place for over one (1) year, or when it is necessary to modify the position description, the Executive Director may require a new list. All positions generally start at the Step A rate.

**Position Summary Attached**



<b>Position Title:</b> Director of Finance	<b>Pay Classification:</b> Exempt Admin
<b>Supervisor:</b> Executive Director	<b>Effective Date:</b> 11/06/08

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## Position Summary

Under the direction of the Executive Director, the Director of Finance performs highly responsible administrative and supervisory work involved in the planning, coordination and management of the Authority's fiscal operations. Work is performed through coordination with other department heads, but with a high degree of independence within the boundaries established by the Authority and HUD. Responsibilities include directing budgeting, accounting and auditing functions for the Authority, which includes monitoring the annual budget, approving and controlling expenditures, developing policies and procedures, reviewing Request for Proposals, and ensuring appropriate insurance programs are in place. Additionally, the incumbent shall assist in developing, monitoring, and updating the Agency Plan.

**Essential Job Functions** *(if necessary, individuals with disabilities are encouraged to request reasonable accommodations to assist them in performing the essential functions of this position).*

1. Assumes full management responsibility for all Finance Department services and activities including accounting, budgeting and financial planning and analysis; recommends and develops policies and procedures for improving financial operations and internal controls.
2. Manages the development and implementation of the Finance Department strategic goals, objectives and priorities; plans, directs and coordinates, through subordinate level managers, the Finance Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
3. Keeps abreast of changes in laws, policies, and HUD regulations related to financial operations and ensures adherence to HUD policies, procedures, regulations and guidelines.
4. Prepares cash flow availability information for investment of excess revenues. Assists in the preparation and issuance of payroll checks, and directs internal cash flow.
5. Prepares and evaluates proposals for the Authority's independent audit, insurance, and banking services.
6. Establishes, within Authority policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and allocates resources accordingly; trains, motivates and evaluates subordinates to ensure occupational growth, effectiveness and productivity.
7. Directs the development and administration of the Authority's budget, including forecasting funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budget adjustments as appropriate and necessary.

8. Represents the Finance Department to other Authority Departments, elected officials, community-based organizations; coordinates Department activities with those of other departments, and external agencies and organizations.
9. Oversees reviews and audits conducted by HUD, including SEMAP and PHAS, and confers with the Chief Operating Officer on audit findings; prepares responses and monitors corrective action as required.
10. Provides staff assistance to the Executive Director; participates on a variety of committees, commissions and boards; prepares and presents staff reports and other necessary correspondence.
11. Performs other duties as required including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

### **Required Knowledge and Abilities**

1. Ability to foster good employee/participant relations and work in cooperation with internal departments at all levels.
2. Ability to write and speak effectively, lead meetings, and conduct training.
3. Thorough knowledge of the principles and procedures of governmental auditing, budgetary planning and control, and the regulations governing the reporting of the Authority's financial activities.
4. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of Authority goals.
5. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Authority and HUD.
6. Ability to select, supervise, train and evaluate staff.
7. Ability to prepare and present clear and concise administrative and financial reports related to the Authority's financial planning and activities.
8. Ability to perform and supervise complex financial research.
9. Ability to plan, organize and develop a variety of operational and management programs and procedures.

### **Minimum Education, Training and/or Experience**

1. Graduation from an accredited four-year college or university with major course work in Accounting, Finance, Business Administration, or related field.
2. Five (5) years of increasingly responsible experience in financial management accounting or related field. At least three (3) years administrative and supervisory responsibility.
3. An equivalent combination of education, training and experience, which provides the required knowledge and abilities, may be substituted on a two-for-one basis.

## **Additional Requirements**

1. Must be able to operate a variety of automated office machines including computers, copiers, printers, facsimile machines and telephones.
2. Must be able to move and/or carry objects and/or materials such as files, computer print outs, reports, calculators, and office supplies.
3. Must possess and maintain an applicable California Driver's License and a driving record acceptable to the Authority's insurance carrier. (Exceptions will be considered on a case by case basis)
4. May be required to attend meetings after normal business hours.



The Housing Authority of the County of San Joaquin values diversity in its work force and is committed to equal employment opportunity and affirmative action. Minorities, females, and persons with disabilities are encouraged to apply

To request accommodation as provided by the Americans with Disabilities Act (ADA), please contact the Human Resource Office at (209) 460-5063, TDD (209) 466-5735