

**HOUSING AUTHORITY**  
of the  
**COUNTY OF MONTEREY**

**DIRECTOR OF FINANCE**  
(FLSA Exempt)

**DEFINITION/PURPOSE:**

Plan, organize, direct, and monitor the Authority's programs of general accounting, fiscal record keeping and reporting, and Authority budget development. Provide the Executive Director, Deputy Executive Director and Board of commissioners with financial reports and analysis detailing the funds available to and within the several financial venues in which the Authority operates. Manages Authority fund and funds administered by the Authority. Reviews the feasibility of development projects and assists in the financing approved projects. Assists the Deputy Executive Director in the development and implementation of a fiscal plan that maximizes the funds available for the Authority's use in accomplishing its goals and objectives. Serves as the financial advisor to the Executive Director, Deputy Executive Director and Board of Commissioners providing highly responsible and complex administrative support and analysis.

**DISTINGUISHING CHARACTERISTICS:**

This single position management classification is responsible for the management and administration of the financial and budgetary transactions of the Authority, which are major elements of staff support for the Authority's mission. It differs from all other classifications in that it is solely responsible to the Deputy Executive Director for the effectiveness, efficiency, and success of these programs.

**SUPERVISION RECEIVED AND EXERCISED:**

Operates under the direct supervision and general administrative direction of the Deputy Executive Director, with significant independence.

Provides direct and general direction to the Assistant Director of Finance and indirect supervision to assigned professional, technical, and clerical personnel.

**ESSENTIAL JOB FUNCTIONS:** Duties include, but are not limited to, the following:

- Direct the Finance and Accounting department through a subordinate manager.

- Manage all Authority finances, including funds of other agencies and non-profits administered by the Authority. Recommend allocation of available funds through the annual budgetary process. Manages Authority funds in accordance with Board guidelines and Executive Director authorizations. Administers funds within the context of approved budgets and makes adjustments as available within the context of the individual funding sources.
- Negotiate terms and conditions of contracts and other legal documents relating to Authority involvement in financial arrangements with external agencies.
- Direct the Authority's budget process. Work closely with department heads on operational needs and senior staff management to find opportunities to reduce costs, maximize revenues, and most effectively utilize available funding sources.
- Perform internal audits of the Authority and ensure that appropriate internal controls are in place. Institute changes in procedures because of audits.
- Oversee and participate in the preparation of the annual budgets and expenditure projection.
- Direct the preparation of a wide variety of financial statements and reports. Conduct studies and prepare reports on Authority operations, including capital outlay projects. Analyze reports on the status of the budget accounts and requirements.
- Receive requests from departments and confer with them regarding budgetary and accounting problems and priorities.
- Receive budgetary requests from departments and other operating units and compile data received. Review requests for additional personnel, furniture, and equipment, building alterations and space, and other requests for budgetary additions, and make preliminary budget recommendations.
- Compile and submit estimates of revenue for the budget year. Review expenditure throughout the budget year.
- Attend staff meetings on budget matters and keep abreast of legislative changes and programs that may have an impact on budget needs.
- Undertake special assignments as directed by the Executive Director or Deputy Executive Director.
- Respond to and resolve issues pertaining to fiscal programs. Advise Deputy Executive Director, in a timely manner, on necessary actions, problems or requirements.
- Review and prepare draft Authority comments on proposed Federal, State, and local regulations and their prospective impact on department and Authority programs. Suggest alternative courses of action, as applicable.
- Develop and maintain fiscal policies and procedures. Assist in the development of Authority policies and procedures implementing Federal, State, and local directives and statutes and other Authority programs.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of departmental work. Hold and conduct regular staff meetings, to include the communication of and training in Authority policies.
- Participate in the selection of management employees. Responsible for departmental employee training, motivation, supervision, and evaluation. Recommend salary increases and take disciplinary action as necessary and authorized. Approve leave requests and timecards.
- Attending all Board of Commissioner meetings. Make verbal reports and presentations to the Board of Commissioners and other bodies. Prepare resolutions for Commission review and approval.

- Maintain regular and consistent attendance.

**OTHER JOB FUNCTIONS:**

- May represent the Authority at public meetings and conferences.
- Perform related duties as assigned.

**SPECIAL REQUIREMENTS:**

Knowledge of – Principles and techniques of general accounting, financial reporting, and analysis. General Accepted Accounting Principals (GAAP). Business law, and regulations applying to accounting operations regulated under HUD. Financial forecasting. Internal auditing procedures. Government accounting. Principles and practices of budget development and administration. Real estate development and property management. Personnel practices, supervision, training and administration. Public housing laws, program and agency rules, regulations, standards and programs, and the local and national financial markets. Tax credit financing of affordable housing projects, and management information systems.

Ability to – Plan, organize, direct, and coordinate work in a manner conducive to full performance. Effectively train, supervise, and evaluate subordinates. Maintain confidentiality. Analyze, interpret, and prepare financial statements and reports. Effectively handle the investment of Authority funds. Design and implement new, improved fiscal reporting systems, including computerized systems. Prepare clear and concise reports. Comprehend and interpret complex rules, regulations, and laws. Establish and maintain effective working relationships with others. Exercise sound independent judgment within established guidelines, and where guidelines are absent, innovate in a responsible manner. Evaluate complex data and draw reasonable conclusions. Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups. Maintain a discriminating intellect that provides the capability of making sound decisions. Operate a personal computer using various Windows–based applications programs.

Licenses and Certificates – Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority’s insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time climb, stretch, bend, walk over uneven ground, and operate keyboard equipment. A majority of work is conducted in a standard indoor environment.

Other – Provide an annual Statement of Economic Interest.

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Be insurable by the Housing Authority’s insurance carriers.

**EXPERIENCE AND EDUCATION GUIDELINES:**

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical was to obtain the knowledge and abilities is:

Experience – Ten (10) years of increasingly responsible experience in financial management, with mortgage financing and housing development, accounting, financial analysis, and budget preparation. Implementation of federal, state, and local laws, regulations, and related directives. Two years of supervisory experience.

Education – Possess a master’s degree from an accredited college or university with a major in accounting, or finance, or an MBA or MPA with an emphasis in management or a related field.