

**FINANCE SUPERVISOR**  
(FLSA Exempt)

**DEFINITION/PURPOSE:**

Plan, organize, direct, coordinate, and monitor the Authority's program of general accounting, and fiscal record keeping functions. Perform the most difficult and complex professional accounting, budgeting, and financial reporting of the various properties and development projects of the Authority. Assist in the development of special properties and development project budgets, financial statements, and reports. Analyze budget variances, and a variety of analytical tasks related to the various specialized and diverse development activities. Ensure that all finance functions are performed accurately and in a timely manner.

**DISTINGUISHING CHARACTERISTICS:**

This single position management classification is responsible for the supervision and direction of the finance staff which includes the professional accounting and budgetary analysis associated with the specialized properties and diverse financial projects of the Authority and those other activities that are subject to specialized or public/private funding. It differs from all other classifications in that it is solely responsible to the Director of Finance/Director of Housing Development for the effectiveness, efficiency, and success of these programs as a department supervisor.

**SUPERVISION RECEIVED AND EXERCISED:**

Operates under the direct supervision and general direction of the Director of Finance/Director of Housing Development with significant independence.

Provides direct and indirect supervision to assigned professional, technical, and clerical personnel.

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

- Direct the preparation of a variety of periodic financial statements and reports involving various complex journal entries and reporting requirements.
- Participate in the selection of department staff. Responsible for departmental workload assignments, employee training, motivation, supervision, and evaluation. Recommend salary increases and take disciplinary action as necessary and authorized. Approve leave requests and timecards.
- Supervise the preparation of monthly activities and status reports.
- Respond to and resolve issues pertaining to department programs. Advise Director of Finance/Director of Housing Development in a timely manner, of necessary actions, problems, or requirements.

- 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.
- Responsible for coordinating the preparation of budgets for the specialized aspects of programs and developmental activities of the Authority and assisting with the development and preparation of the Authority-wide budget.
- Work with the various department managers in the preparation of specialized budget revisions and treatments of budget changes.
- Analyze monthly budgetary variances for expense control purposes and prepare applicable reports.
- Research and prepare monthly specialized financial reports and schedules for each of the properties and/or development projects for the Authority and other agencies or funding sources as necessary. Research and prepare similar quarterly, semi-annual and annual reports and schedules for Authority and other agencies and funding sources.
- Assist in the preparation of year-end schedules for auditors and perform special account analysis for the audit.
- Enter, adjust, and maintain necessary information in the Authority's computer system. Maintain financial statement formats for Board reports and internal and external reporting utilizing those formats required of the various funding agencies or private sources.
- Analyze and document internal controls required by various funding sources.
- Analyze monthly administrative and maintenance charges, cost accounting, and allocation systems for accuracy and reasonableness.
- Confirm accuracy of general ledger on a test basis.
- Undertake special projects as requested by the Director of Finance/Director of Housing Development.
- Monitor expenditures by and accountability of agency officials, as well as evaluate the accuracy of agency reports and records.
- Maintain regular and consistent attendance.
- Perform other essential job functions.

**OTHER JOB FUNCTIONS:**

- May represent the Authority at public meetings and conferences.
- May act as Accounting Supervisor on a relief basis.
- Perform related duties as assigned.

**SPECIAL REQUIREMENTS:**

Knowledge of – Principles and practices associated with complex general accounting and financial record keeping and General Accepted Accounting Principles (GAAP). Principles of governmental accounting, budgeting, fiscal procedures and methods, and laws and regulations applying to accounting operations regulated under HUD. Internal auditing procedures. Budget development and administration. Personnel practices, supervision, training, and administration. Public housing laws, program and agency rules,

regulations, standards, and programs. Computer database systems and MS Excel and Word.

Ability to – Plan, organize, direct, and coordinate work in a manner conducive to full performance. Contend with a constantly changing environment and lead in effecting change. Effectively train, supervise, and evaluate subordinates. Maintain confidentiality. Analyze, interpret, and prepare financial statements and reports. Forecast trends based on available data and conduct variance analyses. Comprehend and interpret complex rules, regulations, and laws. Establish and maintain effective working relationships with others. Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups. Compile and compare clear and concise reports. Prepare and work within established budgets. 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.

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. Have the visual and auditory capacity to operate with the perception and discrimination required by the classification. Maintain the mental capacity and physical ability to make sound decisions and perform the assigned duties and responsibilities.

#### **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 – Four (4) years of increasingly responsible experience in a accounting, financial analysis, or financial program evaluation, including the development of operational budgets. Experience in implementing federal, state, and local laws, regulations, and related directives is desirable.

Education –bachelor’s degree preferred, or an equivalent combination of education, training and experience.