



## **JOB ANNOUNCEMENT**

**Eligibility: Pueblo Housing Authority Employees  
and Qualified Public**

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**June 23, 2022**

The Housing Authority of the City of Pueblo has an opening for the position of Director of Finance. This is a full-time position with a starting rate of \$94,553 per year. Please review the attached job description and qualifications carefully before completing an application.

If you have any questions regarding this position, please contact Maya Galeas in the Human Resources Department.

Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave, between 8:00 a.m. and 4:30 p.m. or on our website: [www.hapueblo.org](http://www.hapueblo.org)

Job posting will remain open until position is filled.

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**Date: 6/2022**

**Title: Director of Finance**



### **General Purpose**

Under the direction of the Executive Director, the Director of Finance serves a key role in managing and coordinating the overall financial, accounting, and fiscal reporting activities for the Housing Authority of the City of Pueblo (HACP). The Director of Finance provides leadership and guidance as well as performs a variety of accounting functions and responsibilities. May perform other related duties as assigned by supervisor.

### **Essential Duties and Responsibilities**

- Establishes and maintains a system of accounts, records, and reports which shall reflect the financial status of HACP owned, operated, and managed properties
- Analyzes accounting and financial issues that require high-level interpretation of regulations, guidelines, and compliance issues
- Manages financial and regulatory risk, including monitoring ongoing compliance with legal requirements and evaluating financial reports for regulatory compliance
- Maintains a strong understanding of contracts and related HACP contractual obligations and is able to review and provide relevant information to appropriate parties as necessary
- Recommends and implements financial policies, procedures, and systems to ensure proper management of HACP finances
- Supervises the Accounting staff to include prioritizing, assigning, and overseeing work, conducting performance evaluations including ongoing coaching and counseling, coordinating staff training including monthly professional development, and recommending hiring and termination proceedings
- Serves as a member of the HACP Leadership Team and provides financial guidance to management staff
- Coordinates and manages HACP budgets, including monitoring budget accounts, allocating budgets, preparing budget revisions, and reviewing budget calculations
- May provide periodic financial updates to the HACP Board of Commissioners
- Establishes and maintains confidentiality and effective working relationships with employees, the public and public officials, other local and national agencies, and vendors

### **Education, Training and Experience**

- Four-year degree in Accounting or Business Administration from an accredited college or university; Master's degree or CPA credential preferred
- Five years of progressively responsible accounting experience, with at least one of which is in low-income housing or a closely related field
- Prior supervisory or staff management experience

## **Knowledge and Skills**

- Considerable knowledge of Department of Housing and Urban Development (HUD) regulations
- Expert knowledge and familiarity with applicable federal, state, and local laws, regulations, and guidelines, modern accounting principles, practices, and techniques, and financial reporting procedures and requirements
- Substantial up-to-date knowledge of modern principles, practices, and techniques of public housing management and HUD accounting handbooks and guidelines, with all records being audited annually by an Independent Public Accountant
- Thorough knowledge of computer-based accounting systems and Microsoft Office suite, particularly Excel and Word
- Ability to establish and maintain effective working relationships with subordinates, colleagues, and the general public
- Excellent written, verbal, interpersonal and telephone communication skills
- Ability to work under pressure while maintaining an organized flow of communications despite interruptions
- Ability to process work quickly, accurately and with changing priorities
- Valid Colorado driver's license and eligibility for coverage under HACP fleet auto insurance is required

## **Materials and Equipment Used**

Standard office materials and equipment

## **Supervisory Responsibilities**

Supervises and is ultimately responsible for all staff within the Accounting department; assigns and reviews work; participates in hiring and termination process; makes disciplinary action decisions in coordination with Human Resources; provides technical training and guidance, including ongoing professional development, to staff.

## **Working Environment and Physical Responsibilities**

Work is primarily sedentary, but may involve some physical exertion such as kneeling, crouching, or lifting to obtain files and records, and eye strain from working with computers.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel within this classification.*