



Job Announcement

Eligibility: Housing Authority of the City of Pueblo Employees and Qualified Public

August 20, 2024

The Housing Authority of the City of Pueblo has an opening for the position of: Director of Finance.

This is a full-time exempt (annual) position with a starting rate of \$93,080 - \$100,200 commensurate with experience.

Please review the attached job description and qualifications carefully before completing an application. There is a separate, shorter application available for currently active employees interested in this opportunity.

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 at www.hapueblo.org

Job posting will remain open for 7 business days.

Date: 08/2024



Title: Director of Finance

General Purpose

The Director of Finance provides support, guidance, leadership as well as performs direct hands-on work surrounding the accounting, finance and payroll functions of the agency. Responsible for providing reports to the Executive Director and Board of Directors that pertain to the financial standing of the agency on a regular basis, and creates, monitors, reports regular variances on annual budgets for the various programs of the agency.

Supervisory Responsibilities

Manages, supervises and is accountable for the accounting and finance functions of the agency, including accounting staff, technicians and payroll. Oversees, directs and makes key decisions on hiring, work distribution, performance management and daily tasks of all accounting and finance positions.

Essential Duties and Responsibilities

- Establishes and maintains a system of accounts, records, and reports that ensures full integrity of the financial status of all agencies owned, operated and managed properties.
- Analyzes accounting and financial matters of the agency that require high-level interpretation of regulations, guidelines and compliance problem solving.
- Develops, coordinates and manages agency budgets, including monitoring budget accounts, allocating budgets, coordinating monthly budget review meetings, and reviewing budget calculations with key stakeholders.
- Manages financial and regulatory risk, including monitoring ongoing compliance with legal requirements and final preparation and presentation of financial reports to ensure regulatory compliance.
- Establishes and maintains systems of accounts, records and reporting of financial status of the agency operations.
- Develops, implements and monitors finance and accounting policy and procedures of the agency to ensure compliance with external regulatory agencies and internal controls.
- Oversees expenditure allocation of capital projects, ensuring financial reporting accuracy for capital funds.
- Provides detailed accounting and reporting as needed for owned, operated and managed properties and overall agency status as needed.

- Maintains a strong understanding of contracts and related agency contractual obligations and can review and provide relevant information to appropriate parties as necessary.
- Oversees the daily functions, workflow, performance management and operations of the accounting and finance team, including accountants, technicians and payroll clerk.
- Provides the accounting and finance team with guidance and support with problem solving and professional development.
- Establishes and maintains confidentiality and effective working relationships with employees, the public, investors, public officials, other local and national agencies and vendors.
- Serves on the retirement committee of the agency as a fiduciary requirement.
- Responsible for coordination and submission of HUD annual and 5-year plans.
- Monitors all accounts as appropriate for updated information in various programs the agency administers to ensure accuracy of data reported to regulatory agencies.
- Other duties as assigned.
- according to schedule.
- Other duties as assigned.

Licensure, Credentials & Experience

- Valid Colorado Driver's License in good standing required.
- Four-year degree in Accounting or Business Administration from an accredited college or university required.
- Five years of progressively responsible accounting/finance experience required.
- Demonstrated experience with managing teams required.
- Certified Public Accountant preferred.
- A background in housing, property management and fund accounting desirable.

Knowledge & Qualifications

- Strong organizational skills with analytical attention to detail.
- Considerable knowledge of Department of Housing and Urban Development (HUD) regulations or ability to skill-up quickly on regulations.
- Expert knowledge and familiarity with generally accepted accounting principles, accounting and finance practices as well as reporting requirements.
- Ability to self-direct to keep up to date and knowledgeable of modern accounting and finance practices in general and as they pertain to the housing programs governed by the agency.
- Thorough knowledge of computer-based accounting systems, specifically Yardi, and Microsoft Office suite, particularly Excel and Word.
- Ability to process work efficiently, accurately and adapt to changing priorities.
- Ability to understand and adhere to policy, procedure, and regulations.

- Demonstrated ability to manage changing priorities with a high degree of flexibility.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office, web-based applications and related property management software.

Working Environment and Physical Responsibilities

- Combination of in-office and off-site visits.
- May involve physical exertion such as kneeling, crouching or lifting to obtain files and records in-office or in storage.
- Considerable computer work which could involve eye strain or ergonomic fatigue.
- Interacts with the public and internal employees so may encounter difficult situations as well as interaction with threatening behaviors.

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 an employee within this classification.