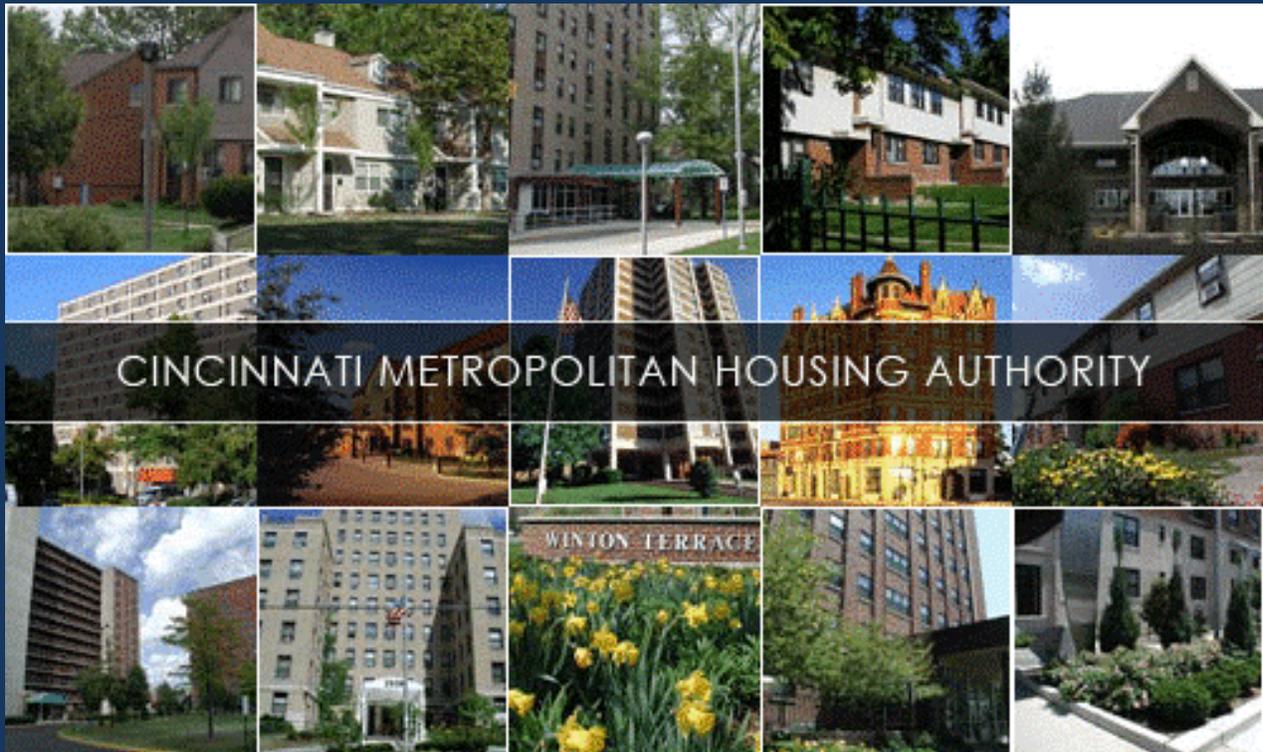




Cincinnati Metropolitan
Housing Authority

Director of Finance Cincinnati, OH



If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

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Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.

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The Cincinnati Metropolitan Housing Authority was established in December of 1933 under the provisions of the Ohio Housing Authority Law and is an asset to Hamilton County. For more than 80 years the agency has provided quality, affordable rental housing opportunities for individuals and families throughout the county. The agency operates or administers several housing programs. CMHA manages 4,334 public housing units in addition to 650 units that were recently converted to a Voucher program through the Rental Assistance Demonstration (RAD). The Housing Choice Voucher can administer Housing Assistance Payments for 11,793 households. The agency also operates 379 units of self-developed affordable housing units. Construction on an additional 56 units will begin in 2021. CMHA has established a Gold Performance Standard to ensure that the resources CMHA provides are meeting the needs of the residents of Hamilton County.

Position Summary

The Director of Finance will manage a professional accounting department having overall responsibility for the management of financial operations for the Authority and its instrumentalities. In totality, the Director of Finance will be responsible for an operating and program budget in excess of \$100 million per fiscal year. Reporting to Chief Operating Officer, the Director of Finance establishes and maintains appropriate financial controls and accountabilities to ensure fiscal integrity and cost-efficient operations. The Director of Finance plans, organizes, and directs functions for budgeting, accounts payable, accounts receivable, general ledger, tenant accounting, audits, regulatory reporting, inventory cost control and all other financially related areas.

Essential Duties and Responsibilities

- Comprehensive financial management of the Cincinnati Metropolitan Housing Authority (CMHA) and its instrumentalities including, but not limited to all financial and accounting department personnel, and all transactional tasks.
- Establish and maintain financial reporting systems for all operating departments and programs as needed to meet the U.S. Department of Housing and Urban Development (HUD), CMHA Board of Commissioners, external stakeholders and CMHA management requirements.
- Prepare full disclosure governmental enterprise financial statements including statement of net assets, statement of activities, statement of cash flow and notes to financial statements.
- Direct the creation and continual update of Standard Operating Procedures (SOP) and policies which will ensure the fiscal integrity of the Authority.
- Establishes, monitors, and maintains an effective system of internal controls.
- Ensure audit standards are met.
- Recommends both short-term and long-term financial plans.
- Direct the preparation of and monitor the performance of all budgets for the Authority.
- Monitor spending and ensure timely and accurate reporting on all budget items.
- Assist in creating, applying for, and managing real estate development financing plans.
- Establish and oversee a comprehensive system for identifying and maintaining the fixed asset inventory.
- In addition to managing daily cash balances, provide daily cash balance reports and monthly/annual cash projections necessary to maintain appropriate working capital cash balances and cash flow.
- Maintains and monitors all treasury functions.
- Maintain and reconcile all general ledger accounts and all subsidiary ledgers for the Authority including cash accounts monthly.
- Direct and supervise staff.
- Work with other departments to reach goals and provide requested information.
- Ensure that financial operations allow for regulatory and contractual compliance including, but not limited to, payment agreements, reporting requirements and collective bargaining agreements.
- Select applicants, interview applicants, recommend candidates for hire, evaluate employee performance, and appropriately communicate, approve leave requests, input time for payroll purposes and recommend discipline when appropriate.
- Perform additional duties as assigned.

Desired Qualifications

- Professional demeanor with concern for strong financial integrity.
- Excellent customer service skills and attention to detail.
- Great team player demonstrating patience, persistence, and leadership.
- Excellent written and verbal communication skills.
- Ability to multi-task and demonstrated success in high paced environment.
- Extensive experience in preparing financial projections, pro forma and related analysis.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and demonstrated experience working with budgeting concepts.
- Demonstrated ability to develop procedures and practices for increased efficiency while maintaining overall accuracy and improving productivity among staff.
- Demonstrated experience, comfort, and skill in organizing and presenting financial information in understandable format.

- Demonstrated experience working with financial software applications and Microsoft products such as Excel, Word, and PowerPoint.
- Certified Public Accountant.
- Experience in public sector fiscal and budgeting environment.
- Experience working within Public Housing and/or affordable housing industry.
- Work with private entities in real estate and/or development partnerships.
- Demonstrated experience and ability to work with various financing tools relating to Housing Authority development and operations such as Low Income Housing Tax Credits, bank funds (conventional and affordable housing loans), HUD grants and programs, and other public and private sources of funding.
- Demonstrated history of successful interaction and involvement with community-based organizations involving persons of low income.

Education & Experience

- Bachelor's in accounting, finance, or related degree with emphasis in finance/accounting.
- Master's in Business Administration with emphasis in finance/accounting, or equivalent combination of education and substantial relevant experience beyond the minimum.
- Previous government accounting experience required.
- Previous Public Housing Authority (PHA) accounting experience strongly preferred.
- Ten years of demonstrated experience of wide spread responsibility to include, but not limited to, financial reporting, overall financial statement responsibility and fiscal controls in a complex organization(s) (in excess of \$100 million in annual operating budget) with five (5) years of experience managing a large professional accounting staff.

Cincinnati



Cincinnati is a major city in the state of Ohio and the government seat of Hamilton County. Settled in 1788, the city is located at the northern side of the confluence of the Licking and Ohio rivers, the latter of which marks the state line with Kentucky.

Cincinnati residents benefit from a wealth of amenities, including museums, professional sports teams, and a wide selection of restaurants.

Cincinnati's strong job market, good schools and relatively low cost of living attract families. Some choose to stay close to the city proper in neighborhoods such as Oakley, Hyde Park and North Avondale. Others raise families in suburbs like Kenwood, Loveland and West Chester.

There's no shortage of things to do in Cincinnati. Families enjoy the Cincinnati Zoo & Botanical Garden, the Cincinnati Museum Center and the Newport Aquarium, which is just over the Ohio River in Kentucky. The metro area's northern suburbs boast attractions like Kings Island, Great Wolf Lodge and the Beach Waterpark.

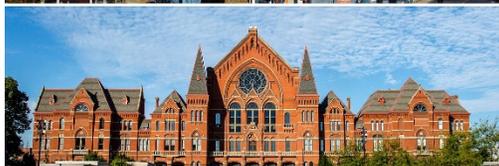
Cincinnatians are also loyal to their football and baseball teams, the Bengals and the Reds, respectively, and there's a friendly rivalry between teams at Xavier University and the University of Cincinnati.



Cincinnati is home to three major sports teams: the Cincinnati Reds of Major League Baseball; the Cincinnati Bengals of the National Football League; and FC Cincinnati of Major League Soccer.

Schools

The University of Cincinnati, called Cincinnati or nicknamed UC, is a public university. The University is renowned in architecture and engineering, liberal arts, music, nursing, and social science. The Art Academy of Cincinnati, nicknamed AAC was founded as the McMicken School of Design in 1869. The University of Cincinnati Medical Center is the leading institute for community health in Ohio. The College Conservatory of Music taught Kathleen Battle, Al Hirt and Faith Prince. The Cincinnati Public Schools (CPS) include sixteen high schools all with citywide acceptance. CPS, third-largest school



Downtown Cincinnati skyline, Cincinnati Union Terminal, the Over-the-Rhine neighborhood, Cincinnati Music Hall, the John A. Roebling Suspension Bridge, and Cincinnati City Hall.

cluster by student population, was the biggest one to have an overall 'effective' rating from the State. The district currently includes public Montessori schools, including the first public Montessori high school established in the United States, Clark Montessori. Cincinnati Public Schools' top-rated school is Walnut Hills High School, ranked 34th on the national list of best public schools by Newsweek. Walnut Hills offers 28 Advanced Placement courses. Cincinnati is also home to the first Kindergarten – 12th grade Arts School in the country, the School for Creative and Performing Arts. Cincinnati State is a small college that includes the Midwest Culinary School.

Theater and Music

Among the professional companies based in the city are Ensemble Theatre Cincinnati, Cincinnati Shakespeare Company, the Know Theatre of Cincinnati, Stage First Cincinnati, Cincinnati Public Theatre, Cincinnati Opera, The Performance Gallery and Clear Stage Cincinnati. The city is also home to Cincinnati Playhouse in the Park, which hosts regional premieres, and the Aronoff Center, which hosts touring Broadway shows each year via Broadway Across America. The city has community theatres, such as the Cincinnati Young People's Theatre, the Showboat Majestic and the Mariemont Players.



Music-related events include the Cincinnati May Festival, Bunbury Music Festival, and Cincinnati Bell/WEBN Riverfest. Cincinnati has hosted the World Choir Games with the catchy mantra "Cincinnati, the City that Sings!"

In 2015, Cincinnati held the USITT 2015 Conference and Stage Expo at the Duke Energy Convention Center, bringing 5,000+ students, university educators, theatrical designers and performers, and other personnel to the city. The USITT Conference is considered the main conference for Theatre, Opera, and Dance in the United States.

The Cincinnati May Festival Chorus is an amateur choir that has been in existence since 1880. The city is home to the Cincinnati Symphony Orchestra, Cincinnati Opera, Cincinnati Boychoir and Cincinnati Ballet. The Greater Cincinnati area is also home to several regional orchestras and youth orchestras, including the Starling Chamber Orchestra and the Cincinnati Symphony Youth Orchestra. Music Director James Conlon and Chorus Director Robert Porco lead the Chorus through an extensive repertoire of classical music. The May Festival Chorus is the mainstay of the oldest continuous choral festival in the Western Hemisphere. Cincinnati Music Hall was built to house the May Festival.