



DISTRICT OF COLUMBIA
HOUSING AUTHORITY

Budget Director



Gans, Gans & Associates

7445 Quail Meadow Road, Plant City, FL 33565 ♦ 813-986-4441

www.gansgans.com



The District of Columbia Housing Authority (DCHA) is an award-winning, independent public agency that provides affordable housing for low-income families, seniors and people living with disabilities in the nation's capital, one of the most expensive real estate markets in the country.

DCHA provides housing to over 50,000 residents and is the largest affordable housing provider in the District of Columbia.

Under the direction of its current Executive Director, DCHA has created a national model to house and assist homeless veterans, opened the first public affordable assisted living facility, and increased the number of affordable units available for low income families. DCHA has also generated \$2 billion in economic development activity throughout the city with its community development projects.

Real Estate

DCHA's fiscal 2014 ending net assets were about \$560 million. The agency received more than \$293 million in grant funding in the same year.

There are more than 8,300 units in 52 traditional public housing developments. Of those properties, 14 serve the elderly and disabled. DCHA maintains an occupancy rate of approximately 95 percent.

DCHA has responsibility and financial interest in 23 mixed-income properties; but, does not own them directly. In those 23 properties, there are nearly 4,500 units, 3,900 of them are affordable, including more than 1,230 public housing units.

Vouchers

DCHA administers more than 12,500 housing vouchers through tenant-based and project-based assistance.

Board of Commissioners

The District of Columbia Housing Authority Board of Commissioners is an 11-member governing body made up of district community and business leaders, including three members representing the diverse constituency of DC public housing and one member representing Housing Choice Voucher Program participants.

The public housing community elects the resident members of the Board of Commissioners. Five commissioners are nominated by the DC Mayor and confirmed by the Council of the District of Columbia. The Metropolitan Central Labor Council and the Consortium of Legal Services Providers each appoint one Commissioner. The DC Deputy Mayor for Planning and Economic Development is an ex-officio member of the Board.

Position Summary

Under the direction of the Deputy Executive Director/Chief Financial Officer (DED/CFO), the Budget Director is responsible for implementing the District of Columbia Housing Authority's Asset-based Financial Management Model for Moving-to-Work (MTW) and non-MTW funds, formulation of short and long-term financial budgets as it relates to the full complement of budgetary operations necessary to support the programs, operations, and workforce of the Authority. These responsibilities include budget formulation, justification, presentation and execution; and advising management on the procedures, policies, legal and regulatory aspects and other requirements for the preparation, documentation, and submission of budget requests, close monitoring to ensure that budgets stay within authorized amounts, providing monthly budget-to-actual analyses, and the acquisition and use of funds for program and administrative purposes. The Budget Director is also responsible for coordination with other departments on development/mixed financing, capital projects and other affiliate budgets.

All activities must support the District of Columbia Housing Authority's ("DCHA" or "Authority's") strategic goals and objectives and produce results that accomplish the goals of the Office of Financial Management ("OFM").

Essential Duties and Responsibilities

The below statements describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Manages the full complement of budgetary operations necessary to support the programs and workforce of the Authority including MTW and non-MTW funds. Provides a comprehensive budget to the DED/CFO and Executive Director with recommendations. This includes detailed data analyses to prepare for the annual budget process; formulation of budget requests and budgetary operations and processes; forecasting immediate and long-range goals, objectives, and plans; and the execution of the approved annual budget, including coordination with other departments for development/mixed financing, capital and affiliates budgets;
- Develops an integrated budget plan within budget deadlines; and provides training for departmental management on preparation and monitoring of budget; ensuring strategic planning and budget formulation are integrated;

- Develops and/or edits justifications for requested multi-year and one-year appropriations; and presents budget estimates to DED/CFO and Executive Director for review and approval;
- Briefs agency officials on testimony to be given in formal budget hearings, and as required, testifies as an expert witness for budget presentation to the DED/CFO, Executive Director and Board of Commissioners if required;
- Analyzes monthly budget-to-actual data by programs and by budget line items, which include all operating and capital activities. Provides internal and external budget-to-actual financial reports with detailed analyses when requested;
- Works with departments to identify funding sources where applicable and available and appropriately match those resources against requests for funding, including Operating Subsidies, Housing Choice Voucher administrative fees, management fees, Fee-for-Service income, capital and mixed-financing programs, and various grants from HUD, federal, and local governments;
- Responsible for collaborations with internal personnel in the review of funding requests to the U.S. Department of Housing and Urban Development (HUD) and other federal and local governments, and assures continuity and compliance with DCHA standards;
- Provides guidance as needed to property and department managers for the development of program and property budgets; works with property and department staff to determine needs and translates them into an overall budget;
- Assures that all operating budgets, capital funds, Housing Choice Vouchers, fee accounts and grant monies comply with grantor and program guidelines and DCHA standards and practices; documents budget adjustments; monitors budget administration; provides technical support through budgeting staff assuring proper commitment and expenditure of funds;
- Manages all budget revisions, budget reporting and analysis;
- Reviews and approves all Personnel Requests (promotion, resignation, transfer, etc.) to stay within budgets;
- Reviews and approves all purchase requisitions to stay within budgets;
- Ensures that written justification for proposed requests for funds are available to support program needs;
- Confers and clears a variety of Division operational matters for ultimate decision or action with the DED/CFO;
- Gathers, compares, and correlates information about the projected cost of current and future programs and activities;
- Prepares monthly reports by comparing actual performance to budgeted performance and analyzes expenditure and revenue collection forecasts, cost analysis, projections and financial management reports;
- Assists in the development, analysis, and reviews organizational and operational systems, practices and procedures to eliminate impediments to operations, to recognize duplication of functions, to identify utilization of resources, and to improve administrative processes and controls;
- Assumes other responsibilities as required to assure the effectiveness and efficiency of all budget and funding responsibilities for the Authority;
- Develops and recommends work plans and confers with subordinates to develop properly structured activities with clearly delineated tasks, responsibilities, reporting requirements and time frames;
- Provides regular and special status reports on areas of responsibility as mandated; keeps the DED/CFO briefed on work progress, significant facts, achievements, problems and recommendations;
- Manages the work of staff including: Assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing discipline;
- Performs other related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

- Expert knowledge of the policies, procedures, goals, objectives, operational entities, requirements and activities as they apply to the assigned organizational entity in the DCHA;
- Mastery knowledge of financial oversight, budget formulation, and/or budget execution sufficient to analyze financial and budgetary relationships in order to develop recommendations for financial and/or budgetary actions under various conditions and time pressures;
- Must possess prior experience in reporting of multiple grant programs and cost centers;
- Must have experience in and enjoy coaching the professional development of staff;
- Mastery knowledge of the policies and procedures used in budget preparation; justification, monitoring and reporting;
- Knowledge of District of Columbia, HUD, and other federal laws, regulations, and rules affecting housing financial management programs;
- Highly skilled in oral and written communication.

Education & Experience

- Bachelor's degree in Accounting, Finance, or Business Administration; a Master's degree and a Certified Public Accountant (CPA) is preferred and a minimum of six years related progressively responsible experience in budgeting and financial management; or the equivalent combination of education and experience which meets the minimum qualifications requirement may be substituted. Prior Housing Authority or Multi-Family Housing experience preferred.

This position is required to enter into an executed confidentiality agreement with DCHA.

Technical Skills

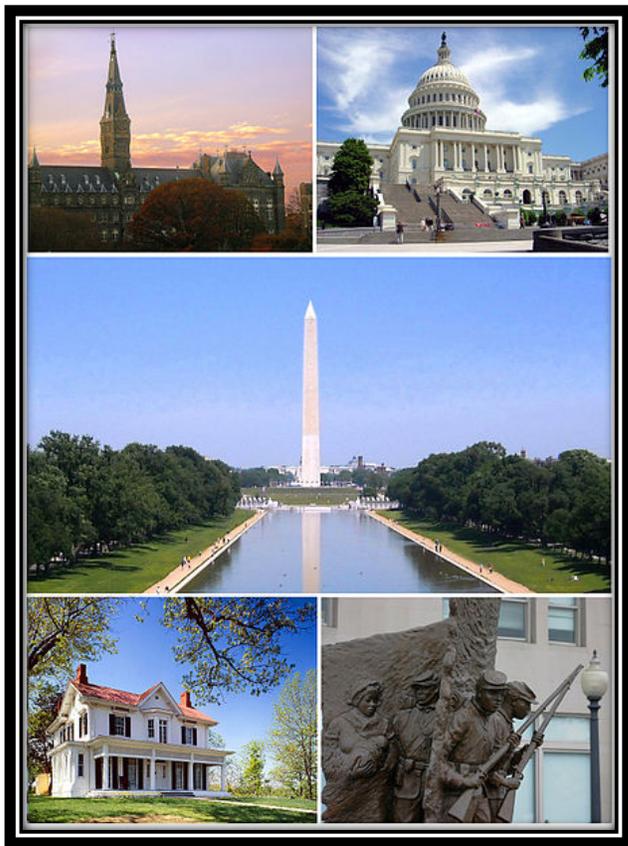
- To perform this job successfully, an individual should have strong knowledge of spreadsheet software (MS Excel), database (MS Access) software and word processing (MS Word) software. Must be able to learn other computer software programs as required by assigned tasks.

How to Apply

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

Diane Martin-Johnson
Gans, Gans & Associates
7445 Quail Meadow Road, Plant City, FL 33565
Phone: (813) 986-4441 ext. 7121
Mobile Phone: (813) 463-3303
Fax: (813) 986-4775
E-mail: diane@gansgans.com

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



Washington DC also referred to as the District of Columbia, Washington, the District, or DC, is unique among American cities because it was established by the Constitution of the United States to serve as the nation's capital. Washington, DC is not only the home to the federal government, but is also a vibrant city where people live, work and play.

The city is known for its monuments and museums, national landmarks, cultural events, musical and theatrical entertainment and sporting events. The District of Columbia has a population of about 599,000; however, with the surrounding suburbs the metropolitan area has a population of more than 5.3 million making it the ninth-largest metropolitan area in the country.

The Washington, DC area has a wide diversity of neighborhoods - from urban communities bustling with activity to family-friendly suburban communities to quiet rural areas with lots of green space.

Historic Sites and Museums

The National Mall is a large, open park in downtown Washington between the Lincoln Memorial and the United States Capitol. Given its prominence, the mall is often the location of political protests, concerts, festivals, and presidential inaugurations. The Washington Monument and the Jefferson Pier are near the center of the mall, south of the White House. Also on the mall are the National World War II Memorial at the east end of the Lincoln Memorial Reflecting Pool, the Korean War Veterans Memorial, and the Vietnam Veterans Memorial.

Directly south of the mall, the Tidal Basin features rows of Japanese cherry blossom trees that originated as gifts from the nation of Japan. The Franklin Delano Roosevelt Memorial, George Mason Memorial, Jefferson Memorial, Martin Luther King, Jr. Memorial, and the District of Columbia War Memorial are around the Tidal Basin.

The National Archives houses thousands of documents important to American history including the Declaration of Independence, the United States Constitution, and the Bill of Rights. Located in three buildings on Capitol Hill, the Library of Congress is the largest library complex in the world with a collection of over 147 million books, manuscripts, and other materials. The United States Supreme Court Building was completed in 1935; before then, the court held sessions in the Old Senate Chamber of the Capitol.

The Smithsonian Institution is an educational foundation chartered by Congress in 1846 that maintains most of the nation's official museums and galleries in Washington, D.C. The U.S. government partially funds the Smithsonian and its collections are open to the public free of charge. The Smithsonian's locations had a combined total of 30 million visits in 2013. The most visited museum is the National Museum of Natural History on the National Mall. Other Smithsonian Institution museums and galleries on the mall are: the National Air and Space Museum; the National Museum of African Art; the National Museum of American History; the National Museum of the American Indian; the Sackler and Freer galleries, which both focus on Asian art and culture; the Hirshhorn Museum and Sculpture Garden; the Arts and Industries Building; the S. Dillon Ripley Center; and the Smithsonian Institution Building (also known as "The Castle"), which serves as the institution's headquarters.



The Smithsonian American Art Museum and the National Portrait Gallery are housed in the Old Patent Office Building, near Washington's Chinatown. The Renwick Gallery is officially part of the Smithsonian American Art Museum but is in a separate building near the White House. Other Smithsonian museums and galleries include: the Anacostia Community Museum in Southeast Washington; the National Postal Museum near Union Station; and the National Zoo in Woodley Park.

The National Gallery of Art is on the National Mall near the Capitol and features works of American and European art. The gallery and its collections are owned by the U.S. government but are not a part of the Smithsonian Institution. The National Building Museum, which occupies the former Pension Building near Judiciary Square, was chartered by Congress and hosts exhibits on architecture, urban planning, and design.

Arts

Washington, D.C., is a national center for the arts. The John F. Kennedy Center for the Performing Arts is home to the National Symphony Orchestra, the Washington National Opera, and the Washington Ballet. The Kennedy Center Honors are awarded each year to those in the performing arts who have contributed greatly to the cultural life of the United States. The historic Ford's Theatre, site of the assassination of President Abraham Lincoln, continues to operate as a functioning performance space as well as museum.



The Marine Barracks near Capitol Hill houses the United States Marine Band; founded in 1798, it is the country's oldest professional musical organization. American march composer and Washington-native John Philip Sousa led the Marine Band from 1880 until 1892. Founded in 1925, the United States Navy Band has its headquarters at the Washington Navy Yard and performs at official events and public concerts around the city.

Washington has a strong local theater tradition. Founded in 1950, Arena Stage achieved national attention and spurred growth in the city's independent theater movement that now includes organizations such as the Shakespeare Theatre Company, Woolly Mammoth Theatre Company, and the Studio Theatre. Arena Stage opened its newly renovated home in the city's emerging Southwest waterfront area in 2010. The GALA Hispanic Theatre, now housed in the historic Tivoli Theatre in Columbia Heights, was founded in 1976 and is a National Center for the Latino Performing Arts.

The U Street Corridor in Northwest D.C., known as "Washington's Black Broadway", is home to institutions like the Howard Theatre, Bohemian Caverns, and the Lincoln Theatre, which hosted music legends such as Washington-native Duke Ellington, John Coltrane, and Miles Davis. Washington has its own native music genre called go-go; a post-funk, percussion-driven flavor of rhythm and blues that was popularized in the late 1970s by D.C. band leader Chuck Brown.



Sports

Washington is one of 12 cities in the United States with teams from all four major professional men's sports and is home to one major professional women's team. The Washington Wizards (National Basketball Association), the Washington Capitals (National Hockey League), and the Washington Mystics (Women's National Basketball Association), play at the Verizon Center in Chinatown. Nationals Park, which opened in Southeast D.C. in 2008, is home to the Washington Nationals (Major League Baseball). D.C. United (Major League Soccer) plays at RFK Stadium. The Washington Redskins (National Football League) play at nearby FedExField in Landover, Maryland.

Higher Education

Private universities include American University (AU), the Catholic University of America (CUA), Gallaudet University, George Washington University (GW), Georgetown University (GU), Howard University, and the Johns Hopkins University School of Advanced International Studies (SAIS). The Corcoran College of Art and Design provides specialized arts instruction and other higher-education institutions offer continuing, distance and adult education.



The District is known for its medical research institutions such as Washington Hospital Center and the Children's National Medical Center, as well as the National Institutes of Health in Bethesda, Maryland. In addition, the city is home to three medical schools and associated teaching hospitals at George Washington, Georgetown, and Howard universities.