



# Finance Director Fort Walton Beach, FL

**Gans, Gans & Associates**

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The Fort Walton Beach Housing Authority(FWBHA) is a public entity that was formed in 1968 to provide federally subsidized housing and housing assistance to low-income families, within the city of Fort Walton Beach and Okaloosa County. The FWBHA is headed by an Executive Director and is governed by a seven-person board of commissioners.

Currently, the FWBHA owns and/or manages:

- Multi-family apartment complexes totaling 123 units.
- Administrates a total of 707 Section 8 Housing Choice Vouchers and 50 HUD-VASH Vouchers for a total of 757.
- Soundside Apartments, a 200-unit multifamily affordable housing complex

The FWBHA currently has 13 employees.

The Housing Authority Values:

- **Integrity**-We hold to the highest level of personal principles that include honesty, ethics, trustworthiness, and responsibility in our decisions, actions, and behaviors.
- **Accountability**-We are answerable for specified results or outcomes (over which one has authority), both as individuals and as a team.
- **Proactivity**-We plan ahead, and anticipate possible needs, and address challenges before they become issues without needing to be asked to do so.
- **Respect**-We treat ALL people in a considerate and courteous way.
- **Diversity**-We appreciate and embrace the many unique backgrounds, styles, beliefs, perspectives, and cultures of our clients and out team members.

## Finance Director

Reporting to the Deputy Director the Finance Director oversees all functions related to financial management.

## Major Duties and Responsibilities

- Provide financial reports to the Department of Housing and Urban Development (HUD) and the Housing Authority Board of Commissioners.
- Work with independent and HUD auditors to provide necessary information on each program.
- Process biweekly payroll, including filing time sheets, time cards, leave statement, and preparation of 941's, UCT-6's, and W-2's, reporting fringe benefits.
- Journal entries, month end close, account analysis, reconciliation, and general ledger maintenance.
- Oversee computer operations, including on-the-job training, program installation and updates, and tape backup.
- Oversee annual inventory in coordination with other department heads.
- Attend Board meetings, providing explanation of financial matters, and prepare minutes.
- Remain abreast of and implement PIH Notices from HUD related to financial management of all programs.
- Remain abreast of changes related to personnel law and other matters, implementing changes into agency policy.
- Keep track of budgets for all programs.
- Prepare annual budgets for Public Housing and Section 8, and conduct annual budget workshop for Board.
- Prepare year-end closeouts for Public Housing and Section 8. Assist with the FDS end of the year close out.
- Ensure compliance with financial reporting requirements for grant programs.
- Administer employee benefit programs – retirement, life insurance, health insurance, worker's compensation, etc. – including annual review and procurement.
- Develop Annual and 5-year plans, participates in strategic planning and Federal Grants management.
- Attend out-of-town training sessions involving overnight travel.
- Calculate and submit annual operating subsidy documents.
- Balance and report Monthly Voucher Management Systems (VMS), UNA and NRA reconciliation and management.
- Manage data for fixed assets and depreciation.
- Review Soundside Apartments financial reports and present results to Board of Commissioners.

- Perform internal audits of financial, personnel, public housing, and section tenant files.
- Reconcile grant income and expense, and draw down funds as needed.
- May perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

### Knowledge, Skills, and Abilities

- Ability to process computerized payroll and accounts payable, applying principles of fund accounting.
- Skill in utilizing Windows-based word processing, spreadsheet, and other programs.
- Ability to train others in the use of computer programs.
- Skill in accessing financial information using automated telephone systems.
- Ability to reconcile bank accounts, both manually and through computerized means.
- Ability to understand, apply, and reconcile various types of financial information.
- Ability to understand and track contracts.
- Ability to understand and apply federal, state, and agency regulations, guidelines, and policies related not only to financial and personnel matters but also to housing matters as they affect agency computer systems.
- Ability to plan and organize work; ability to coordinate individual work with that of others.
- Ability to prevent and solve problems within assigned authority.
- Skill to make quick, accurate decisions as necessary and take responsibility for decisions.
- Maintain a high degree of integrity and loyalty toward the PHA and its residents.
- Maintain tactful, courteous relations in stressful situations.
- Ability to keep detailed records and prepare reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with other supervisors, subordinates, personnel from other agencies, program participants, and the general public.
- Must be bondable.

### Education/Experience

- Bachelor's Degree with a minimum of five years' experience in accounting, preferably governmental or non-profit, or an equivalent combination of formal training and experience.

### 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**

**Fax: (813) 986-4775**

**E-mail: [diane@gansgans.com](mailto: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.



## FORT WALTON BEACH, FL

\*Fort Walton Beach is a seaside community in Okaloosa County, Florida bordered by the Santa Rosa Sound to the south and Choctawhatchee Bay and Cinco Bayou to the north.

Founded in 1937, the City has a “small town” feel with the benefits of an urban community.

The small-town atmosphere includes eleven traditional neighborhoods, seven of which are located along the shoreline, and each with their own distinct personality and charm.

The City is rich with Native American history dating back 14,000 years. The earliest permanent settlers began arriving not long after Florida became a territory in 1821.

In early 1861 the Walton Guards established an encampment in the area, named Camp Walton after Colonel George Walton, the acting governor of Florida.

In 1868 John T. Brooks purchased 111 acres in what is now downtown Fort Walton Beach and the area Brooks Landing. The most significant factor in the City's growth was the creation, and later expansion, of what is now Eglin Air Force Base in 1937.

The city boasts nationally top-ranked public and charter schools with a low teacher-to-student ratio. Schools are a part of our neighborhoods, linked by fitness trails, sidewalks and public parks.

Our locally-owned and operated businesses enjoy affordability and amenities which embody the city's commitment to providing a positive business climate in which companies grow.

The City of Fort Walton Beach is home to 19,507 full-time residents. (2010 U.S. census)

### Getting Around

The City of Fort Walton Beach is intersected by three major highways including US 98, SR 85 and SR 189. The core of the City is conveniently located along US 98 and SR 85, the downtown core is located at the intersection of US 98 and SR 85 to the south, north of downtown is the midtown district located along SR 85 and further north along SR 85 is the uptown district.

Flying in: Northwest Florida Regional Airport is located in Fort Walton Beach, approximately 15 minutes from downtown and the beaches. The airport is served by four major airlines including American Eagle, United Airlines, Delta Airlines, and U.S. Airways, with non-stop flights to cities including Washington DC, Charlotte, Atlanta, Houston and Dallas. Once you have arrived, the airport has over fifty ground transportation companies including car rentals, buses, vans, shuttles, taxis, and limousines.

OCT (Okaloosa County Transit) bus services provides public transportation throughout the City and surrounding communities. Five transit routes conveniently intersect the City including a transfer station located at uptown station on SR 85, which connects to transit routes between surrounding communities. Stops along these routes include popular shopping destinations such as uptown station, midtown and downtown Fort Walton Beach, as well as stops at educational institutions and medical centers such as Northwest Florida State College, Fort Walton Beach Medical Center and the White Wilson Medical Center.

### Attractions

From museums to shopping, there is always something to do in and around Fort Walton Beach!

#### Heritage Park & Cultural Center

The City of Fort Walton Beach Heritage Park & Cultural Center includes the Indian Temple Mound Museum, Camp Walton Schoolhouse Museum, Garnier Post Office Museum, Fort Walton Temple Mound, and the Civil War Exhibit building.

Together these four museums and National Historic Landmark form a cultural center which presents the history of the Fort Walton Beach area from prehistoric times, some 12,000 years ago, the Civil War as it relates to the region, the first school in 1912, and through the close of the post office in the 1950's.



### **Emerald Coast Science Center**

Located just West of downtown Fort Walton Beach, the science center offers numerous exhibits and hands-on demonstrations including new Robotics exhibits, Hurricane Simulator, Natural Gas Exhibit (sponsored by Okaloosa Gas) live animal kingdom exhibit, and more!

### **Air Force Armament Museum**

With a collection of over 15,000 artifacts from the early days of aviation warfare armament during World War I through today's high tech bombs and planes, the armament museum is a must see in the Fort Walton Beach area.



### **Emerald Coast Dirt & Vert**

The only complete extreme sports facility along the coast in Northwest Florida, Emerald Coast Dirt & Vert includes a 9,000-square foot skatepark/street course, a BMX Racing track, and Burly BMX/Freestyle Dirt Jumps all in one place!

### **Uptown Shopping District**

With over 60 national and local retail stores and restaurants, you are sure to find what you are looking for in the Uptown Shopping District. In addition, the district hosts several major events throughout the year attracting thousands of people.

### **Downtown Arts & Entertainment District**

The downtown area is home to a variety of unique shops and restaurants, Heritage Park & Cultural Center, Emerald Coast Science Center, and much more! Within the downtown area, the antique district contains numerous antique and collectables shops.

### **Goofy Golf**

Featuring two 18-hole miniature golf courses, people of all ages have been having fun at Goofy Golf in Fort Walton Beach for over 50 years!



### **Beaches**

Of course, what trip to the Fort Walton Beach area would be complete without visiting America's Most Beautiful Beaches?

\*Reference  
<http://fwb.org/about/>