



Lucas Metropolitan Housing Authority  
*where opportunity lives™*

Chief Financial Officer  
Toledo, OH



# Gans, Gans & Associates

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## Lucas Metropolitan Housing Authority (LMHA)

The Lucas Metropolitan Housing Authority (LMHA) has provided housing opportunities to Lucas, Fulton, Wood and Monroe county residents for over 80 years. It was established in 1933 as one of the first Public Housing Authorities to be chartered, and is among the fifty largest PHA's in the United States. Governed by a five-member Board of Commissioners serving staggering five-year terms, the Commissioners are appointed as follows; two appointed by the Mayor, one appointed by the County Commissioners, one appointed by the Common Pleas Court and one appointed by the Probate Court. LMHA is also governed by the Ohio Revised Code governing conflict of interest, open public meetings, public information and rules of conduct for public officials, among many others. The agency is committed to serving individuals and families that receive less than 30 percent of the area median income by providing and preserving public housing units, creating a safer and healthier environment, and improving the quality of life for residents.

LMHA owns and manages approximately 2,709 public housing and administers 4,663 federal Housing Choice rental assistance vouchers.

LMHA's mission and vision:

**Mission:** Housing is vital to our past, present and future! We create quality housing opportunities and build communities through collaborative partnerships. While stimulating economic growth, we empower individuals and develop the neighborhoods of tomorrow for the people of today.

**Vision:** We envision a society that delivers on the promise of a quality life our veterans fought for, our seniors saved for, our young parents work for, and our children will remember us for.

## Position Summary

The primary purpose of this position is to direct all financial and accounting operations and internal and external audits for LMHA. This position reports to the President and CEO and will assist in advancing the mission of LMHA by providing leadership in the development and implementation of the agency's goals, policies and strategic initiatives and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding. The CFO is responsible for ensuring compliance with all applicable federal financial regulations and effective internal controls over compliance with major federal programs.

All activities must support Lucas Metropolitan Housing Authority ("LMHA" or "Authority") mission, strategic goals, and objectives.

## Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Prepares financial budgets, reports, and spending forecasts for approval by the President and Chief Executive Officer and Board of Commissioners and analyzes income and expenditures for LMHA to assure compliance with approved budgets and financial procedures. Establishes and maintains internal controls to appropriately safeguard the Authority's funds.
- Oversees the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organization and contract/grant budgets. Supervises the preparation and submission of the annual operating budget and other necessary reports, records, and information to the President and CEO.
- Provides regular reports on the financial condition of LMHA to the President and Chief Executive Officer and the Board; responds to Board inquiries on financial matters; and ensures reporting deadlines are met to HUD, state, and local governmental entities; recommends changes to LMHA financial policies and procedures as needed.
- Monitors banking activities and financial performance of LMHA by evaluating and examining results; initiating corrective actions; minimizing the impact of variances. Serves as point of contact for banking administration, HUD related financial matters and auditors.
- Monitors spending of grant funds to ensure compliance with grant terms and conditions, and ensures effective internal controls are in place to meet GAAP and applicable governmental requirements for financial reporting.
- 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.
- Develops and maintains financial policies and procedures such as low rent housing, Housing Choice Voucher, Homeownership, Family Self-Sufficiency, Shelter Plus Care Program, Market, Non-Federal, Real Estate, and other LMHA managed programs. Assists in the

development of Authority policies and procedures implementing federal, state, and local directives and statutes and other Authority programs.

- Directs LMHA on compliance with state and federal procurement policies; monitors all contracts and small purchases for compliance; approves all purchases exceeding threshold amount; designs, implements, manages, and monitors procurement reporting systems to meet Authority and HUD requirements.
- Provides reports to Senior Managers when documentation is required for timely payment to vendors. Ensures payroll for employees is processed in a timely manner. Ensures W-2 and 1099 reports are provided to employees, vendors and IRS as required.
- Coordinates compliance and financial reviews and audits; serves as primary contact with auditors by providing required information, coordinating documentation needed from other staff, reviewing draft and final audited financial statements and reports, and transmitting reports to all authoritative agencies.
- Ensures HUD Performance Standards and reporting requirements are maintained or improved to high performance levels.
- Assists with the preparation, review, analysis, and transmittal of PHAS information throughout the year and at the end of the fiscal year.
- Meets all job safety requirements and all applicable Occupational Safety and Health Administration (OSHA)/Public Employment Risk Reduction Program (PERRP) safety standards pertaining to essential functions.
- Performs other duties as assigned.

## Behavioral Competencies

*This position requires the incumbent to exhibit the following behavioral skills:*

### **Leadership**

Provides direction by clearly and effectively setting course of action for department and subordinates; and manages performance by providing regular feedback and reinforcement to subordinates.

### **Job Knowledge**

Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment & decision making in accordance with level of responsibility.

### **Commitment**

Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

### **Professional Behavior**

Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

### **Reliability & Judgment**

Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely.

### **Teamwork**

Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

## Education and Experience

- Master's Degree in business administration, accounting, finance, or related field.
- A minimum of seven (7) years of experience in governmental financial management, with a minimum of three (3) years in a managerial director capacity. An equivalent combination of education and experience may be considered.
- CPA preferred
- Knowledge of Public Housing, Section 8/Housing Choice Voucher Program, compliance with Government Auditing Standards, Low Income Housing Tax Credits, Bond Financing, Capital Fund and Mixed-Finance Development Public Housing, RAD and other affordable housing programs.
- Must possess a valid Ohio or Michigan driver's license and be insurable under the Authority's plan.

## Technical Skills

- To perform this job successfully, the employee should have strong computer skills (e.g. MS Word, Excel, PowerPoint, and Outlook) and the ability 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:

### Ernest Barefield

Gans, Gans & Associates, 7445 Quail Meadow Road, Plant City, FL 33565

Phone: (813) 986-4441 ext. 7127 Fax: (813) 986-4775

E-mail: [ernest@gangans.com](mailto:ernest@gangans.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.

## Toledo, Ohio



Toledo is the fourth most populous city in the state of Ohio and is the county seat of Lucas County. Toledo is in northwest Ohio, on the western end of Lake Erie, and borders the State of Michigan.

The city straddles the Maumee River at the southern end of Maumee Bay, the westernmost inlet of Lake Erie. Toledo sits north of what had been the Great Black Swamp, giving rise to another nickname, *Frog Town*. An important ecological site, Toledo sits within the borders of a sandy oak savanna called the Oak Openings Region that once took up over 300 square miles. Toledo is located within approximately four hours or less of seven major US cities: Detroit, Cleveland, Columbus, Cincinnati, Pittsburgh, Indianapolis, and Chicago.

### Recreation

The Toledo Zoo was the first zoo to feature a *hippoquarium*-style exhibit. The Willis B Boyer is a former Cleveland-Cliffs lake freighter open to the public as a museum, located at International Park, across from downtown Toledo along the Maumee River. The R. A.

Stranahan Arboretum is a 47-acre arboretum maintained by the University of Toledo. Tony Packo's Cafe is located in the Hungarian neighborhood on the east side of Toledo known as Birmingham, and features hundreds of hot dog buns signed by celebrities. The Toledo Metroparks includes the University/Parks Trail and the Toledo Botanical Garden. On January 15, 1936, the first building to be completely covered in glass was constructed in Toledo. It was a building for the Owens- Illinois Glass Company and marked a milestone in architectural design representative of the International style of architecture, which was at that time becoming increasingly popular in the US. The Imagination Station hands-on science museum (formerly COSI Toledo), is located in downtown. The Toledo Lucas County Public Library was 4-star rated for 2009 by the Library Journal, sixth among the biggest spending libraries in the United States.



Toledo is home to the Toledo Mud Hens, one of minor league baseball's oldest teams, having first played in 1896. They currently play at Fifth Third Field which was completed in 2002. In 2005, the Mud Hens won the International League Governor's Cup Championship against the Indianapolis Indians and again in 2006 against the Rochester Red Wings for their 2nd and 3rd championships. The Mud Hens are the AAA affiliate of the MLB Detroit Tigers.

The Huntington Center is Lucas County's newest attraction. The \$105 million dollar state-of-the-art 8,000 plus seat multi-purpose arena is located in downtown Toledo. Huntington Center is also the home of the Toledo Walleye ECHL Ice Hockey Team. There are 20 private suites and 750 prestige club seats as well as a club-level lounge, a banquet facility, a team merchandise store and a modern scoreboard. The Huntington Center is the premier stopping point for national touring concerts and performances including musicians from every genre and world renowned family shows and well as local, state, and regional sporting events.

SeaGate Convention Centre is a performing arts and convention center located in downtown Toledo. The Centre's exhibit hall measures 74,520 square feet and seats up to 5,100 for a banquet 9,000 for a meeting, and 4,000 in a classroom configuration. SeaGate Convention Centre also features 17,552 square feet of meeting space.

Cedar Point is a 364-acre amusement park located in Sandusky, Ohio, an hour's drive from Toledo and sits on a narrow peninsula jutting into Lake Erie. Cedar Point is the only amusement park with four roller coasters that are taller than 200 feet. As of 2010, Cedar Point has more rides (75) than any other amusement park. It also has a mile-long white sand beach, an outdoor water park (Soak City), an indoor water park and hotel (Castaway Bay), two marinas, several hotels, and Challenge Park, which features attractions such as go-karts, miniature golf, Ripcord and Skyscraper. Known as "America's Roller Coast", Cedar Point has been deemed "Best Amusement Park in the World" by *Amusement Today* for 16 consecutive years.



## Fine Arts

The Peristyle is the concert hall in Greek Revival style in the East Wing of the Toledo Museum of Art; it is the home of the Toledo Symphony Orchestra, and hosts many international orchestras as well. The Stranahan Theater is a major concert hall located on the city's south side. The Toledo Opera has been presenting grand opera in the city since 1959. Its current home is the historic Valentine Theatre in Downtown. The Toledo Repertoire Theatre was created in 1933 and performs both Broadway hits and lesser-known original works. The Collingwood Arts Center is housed in a 1905 building designed by architect E. O. Fallis in the "Flemish Gothic" style. The parlor is used to showcase art exhibitions while the second and third floor rooms are rented to local artists. The Toledo Museum of Art is an internationally-acclaimed museum located in a Greek Revival building. It's Center for Visual Arts addition by Frank Gehry was added recently and the Museum's new Glass Pavilion across Monroe Street opened in August 2006. Toledo was the first city in Ohio to adopt a one percent levy for arts program and, as such, boasts many examples of public, outdoor art. The works include large sculptures, environmental structures, and murals by more than 40 artists. The Toledo Ballet provides an opportunity for area students to study ballet and perform their art.

## Education

### Primary and secondary schools

Toledo Public Schools operates public schools within much of the city limits, along with the Washington Local School District in northern Toledo. Toledo is also home to several public charter schools including two Imagine Schools. Additionally, several private and parochial primary and secondary schools are present within the Toledo area. The Roman Catholic Diocese of Toledo operates Roman Catholic primary and secondary schools. Private high schools in Toledo include Central Catholic High School, Maumee Valley Country Day School, St. Francis de Sales High School, St. John's Jesuit High School and Academy, Notre Dame Academy, St. Ursula Academy (Ottawa Hills), Cardinal Stritch High School (Oregon), the Toledo Islamic Academy, Freedom Christian Academy, Toledo Christian Schools, Emmanuel Christian, the David S. Stone Hebrew Academy (Sylvania), and Apostolic Christian Academy.

### Colleges and universities

These higher education institutions operate campuses in Metro Toledo:

- The University of Toledo
- Bowling Green State University (Bowling Green)
- Davis College
- Lourdes College (Sylvania)
- Mercy College
- Monroe County Community College (Monroe)
- Owens Community College (Perrysburg/Oregon)
- Southwestern College
- Stautzenberger College (Maumee)
- Toledo Academy of Beauty
- Toledo Professional Skills Institute
- Herzing University
- ITT Tech (Springfield Twp.)



## Transportation

### Airports

Toledo Express Airport serves the city. For international flights and expanded destinations, the Detroit Metropolitan Wayne County Airport is a 40-minute drive north. Metcalf Field is a smaller regional airport east of Toledo.

### Rail

Amtrak, the national passenger rail system, provides service to Toledo under the Capitol Limited and the Lake Shore Limited. Both lines stop at Martin Luther King, Jr. Plaza which was built as Central Union Terminal by the New York Central Railroad—along its Water Level Route—in 1950.