



M O N T G O M E R Y  
H O U S I N G A U T H O R I T Y

Director of Finance  
Montgomery, AL



## Gans, Gans & Associates

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

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## Montgomery Housing Authority

Established in 1939, the Montgomery Housing Authority (MHA) is chartered to develop, acquire and manage affordable housing in the City of Montgomery. MHA is the third largest Public Housing Authority in the State of Alabama, serving over 4200 families. As the largest affordable housing provider in the City of Montgomery and a committed advocate, MHA is leading the way to redefining its public and assisted housing communities.

Through leadership, vision and innovation, MHA has poised itself to be the preferred affordable housing provider in the River Region. MHA has adopted a long-term strategic plan which addresses its aged housing stock and replacing it with modern, state of the art apartments and townhomes that add value to the community.

MHA currently owns and manages eight public housing properties, throughout the city, serving over 1400 families. Its Housing Choice Voucher program provides rental assistance to over 3000 families and enables voucher recipients to rent in the private market. Both programs receive funding from the U.S. Department of Housing and Urban Development.

### Position Summary

Responsible for accomplishing MHA's financial and accounting functions. Performs a variety of tasks involving oversight, recording, monitoring and reporting of financial transactions in MHA's programs. Reports directly to the Executive Director.

### Essential Duties and Responsibilities

Responsibilities include, but are not limited to, the following:

- Directs and manages the Finance department; responsible for accounts receivable, accounts payable, payroll activities and all financial records generated.
- Directs preparation of the required monthly, quarterly, semi-annual and annual financial reports for submittal to the U. S. Department of Housing and Urban Development (HUD) and other regulatory agencies.
- Prepares comprehensive financial budgets for approval; prepares required reports on all active budgets; submits revisions of same.
- Prepares the Operating Fund subsidy calculations.
- Oversees and develops the investment strategies within federal, state and local regulations to establish a cash management plan.
- Monitors all banking activities, daily cash flow; assures positive balance to agency's bank accounts; purchase investments and transfers cash.
- Maintains accounting records for all programs of MHA.
- Performs year end reconciliations and closing of MHA's books and prepares year-end financial reports.
- Prepares all necessary audit schedules and provides accurate information to auditors.
- Supervises, delegates and monitors work performed by the department staff, sets staff goals and objectives and evaluates their job performance.
- Establishes and maintains departmental policies and procedures which will ensure efficient and economical operations of the agency.
- Establishes and maintains files and accounts for each vendor doing business with MHA.
- Handles confidential security information and responsibilities including computer security codes, security systems codes, keys, etc.
- Handles MHA's confidential information including, but not limited to, financial, personnel, payroll, banking, auditing and board minutes with required discretion.
- Supervises payroll preparation, quarterly and annual tax reporting, and is responsible to ensure timely payment of required tax deposits.
- Maintains contract records and payments to the contractors, ensures proper compliance with MHA's Procurement policies prior to processing the payments.
- Monitors printing and disbursing of HAP and utility assistance payments for the Housing Choice Voucher program.
- Maintains check register and other records pertaining to HAP and utility payments.
- Performs other duties as assigned.

## Knowledge and Abilities

- Considerable knowledge of applicable Authority operating policies and procedures; HUD regulations; applicable federal, state, and local laws; regulations; guidelines; modern principles, practices, and techniques of accounting; budgeting; financing; financial reporting procedures and requirement pertaining to Low-rent and Housing Choice Voucher housing programs.
- Considerable knowledge of data processing principles and practices; modern principles, practices, techniques of public housing management, and HUD accounting handbooks and guidelines.
- Ability to perform financial analysis.
- Ability to maintain adequate records and prepare clear and concise narrative and statistical reports.
- Ability to prepare and monitor complex statistical reports.
- Ability to establish short- and long-term goals and monitor progress to completion.
- Ability to coordinate and oversee several projects concurrently.
- Ability to supervise others effectively and collaboratively, reinforcing good performance and dealing firmly but fairly with less than satisfactory performance.
- Ability to communicate with and relate to persons of diverse backgrounds and abilities and to establish and maintain effective working relationships with participants, landlords and the public.
- Ability to deal effectively with situations which require tact and diplomacy, yet firmness.

## Education, Experience and Requirements

- Bachelor's degree in Finance or Accounting from accredited university or college.
- Five years of experience in accounting work, two years in PHA or public agency accounting or an equivalent combination of education and experience.
- CPA certification preferred.
- Must be bondable.

## 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

Office: 813-986-4441 ext. 7121/Mobile: 813-463-3303

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.



## Montgomery

Montgomery is the capital city of Alabama. Named for Richard Montgomery, it is located on the Alabama River, in the Gulf Coastal Plain. As of the 2010 Census, Montgomery had a population of 205,764. It is the second-largest city in Alabama, after Birmingham.

The city was incorporated in 1819, as a merger of two towns situated along the Alabama River. It became the state capital in 1846, representing the shift of power to the south-central area with the growth of cotton as a commodity crop of the Black Belt and Mobile's rise as a mercantile port. In February 1861, Montgomery was selected as the first capital of the Confederate States of America, until the seat of government moved to Richmond, Virginia, in May of that year. During the mid-20th century, Montgomery was a major site of events in the Civil Rights Movement, including the Montgomery Bus Boycott and the Selma to Montgomery marches.

In addition to housing many Alabama government agencies, Montgomery has a large military presence due to Maxwell Air Force Base; public universities Alabama State University, Troy University (Montgomery campus), and Auburn University at Montgomery; private colleges/universities Faulkner University and Huntingdon College; high-tech manufacturing, including Hyundai Motor Manufacturing Alabama; and cultural attractions such as the Alabama Shakespeare Festival and Montgomery Museum of Fine Arts.

Montgomery has won several national awards including being voted Best Historic City by USA Today, being named an All-America City in 2014 by the National Civic League, being named a "Top City for Job Growth" in 2014 by ziprecruiter.com and being named the happiest city in Alabama. Montgomery has also been recognized nationally for its successful, and ongoing downtown revitalization and new urbanism projects with Montgomery having been one of the first cities in the nation to implement Smart Code Zoning.

### Parks

Montgomery's park system includes more than 400 parks on over 34,000 acres of parkland. Park facilities and amenities include more than 500 lakes, ponds and storm water management facilities and devices, 457 miles of streams, 305 tennis courts, 296 athletic fields, 289 playgrounds, 208 basketball courts, 189 miles of paved and natural surface trails, 114 picnic areas, 110 historic structures, 102 campsites, and 31 park activity buildings, as well as nature centers, miniature trains, indoor tennis facilities, boat rental facilities, indoor and open air ice rinks, event centers, public gardens, and more.



### Culture

Montgomery has one of the biggest arts scenes of any mid-sized city in America. The Wynton M. Blount Cultural Park in east Montgomery is home to the Montgomery Museum of Fine Arts. The Museum's permanent collections include American art and sculpture, Southern art, master prints from European masters, and collections of porcelain and glass works. The Society of Arts and Crafts operates a co-op gallery for local artists. Montgomery Zoo has over 500 animals, from five different continents, in 40 acres of barrier-free habitats. Montgomery is home to the Museum of Alabama which serves as the official state history museum and is located inside the Alabama Department of Archives and History building downtown.

The Alabama Shakespeare presents year-round performances of both classic plays and performances of local interest, in addition to works of William Shakespeare. The 1200-seat Davis Theatre for the Performing Arts, on the Troy University at Montgomery campus, opened in 1930 and was renovated in 1983. It houses the Montgomery Symphony Orchestra, Alabama Dance Theatre and Montgomery Ballet, as well as other theatrical productions. The Symphony has been performing in Montgomery since 1979. Serving as the center for entertainment in downtown Montgomery, the Montgomery Performing Arts Centre is a state-of-the-art facility large enough for first run Broadway shows, yet intimate enough with 1,800 seats to view a wide variety of concerts, opera, comedy, dance and children's shows.



## Education

Loveless Academic Magnet Program High School-

### 2017 Rankings

Loveless Academic Magnet Program High School is ranked #57 in the National Rankings and earned a gold medal. Schools are ranked based on their performance on state-required tests and how well they prepare students for college.

All rankings:

#57 in National Rankings

#1 in Alabama High Schools

#14 in Magnet High Schools

#236 in STEM High Schools

There are over 10 colleges and universities within 20 miles of the Montgomery, AL, area.

## Revitalization

Montgomery has been recognized nationally for its extremely successful and continuous downtown revitalization. The revitalization started in the early 2000s with the construction of the Montgomery Biscuits minor league baseball stadium and the construction of Riverfront Park. Following those developments hundreds of millions of dollars have been spent by various companies transforming old warehouses and buildings into high end loft apartments, restaurants, retail, hotels, and businesses. Currently there is vast demand for downtown living space and there are currently over 500 apartments under construction downtown including developments such as The Heights on Maxwell Boulevard, The Market District on Dexter Avenue, the Kress Building on Dexter Avenue, The Bell Building on Montgomery Street, and a new complex by the convention center.



## Beaches

Alabama is home to some of the finest beaches and drive a little further and you will find the Florida Panhandle.

The Panhandle of Florida referred to as the "Emerald Coast" is known for its beautiful beaches and crystal-clear water. When you visit the Panhandle, you'll be amazed at how the water is a beautiful shade of clear green, and the beaches are so white and soft, it's like walking on sugar.