



*Ocala*  
Housing Authority

**Finance Director**  
**Ocala, FL**



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

**John Beckford**

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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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## Ocala Housing Authority

Ocala Housing Authority is a public housing agency that helps provide decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities. Ocala Housing Authority (HUD-designated High Performing) manages several funded programs and has a total of 186 subsidized affordable housing units for rental assistance. Ocala Housing Authority administers a total of 1,428 Section 8 Vouchers. Ocala Housing Authority currently has low rent units and Section 8 Voucher as its program type.



## Ideal Candidate

The Finance Director is a hands-on working position that will maintain control of the general ledger, including preparation of internal and external financial reports. The ideal candidate will be a “can-do”, high-energy leader who delegates appropriately, but is also willing to enthusiastically roll up his/her sleeves as a working director, as are all OHA executives. While technical skills are vital and required, it will be necessary for the individual to have exemplary interpersonal skills, with the ability to encourage others and listen to feedback, work closely with the executive leadership team and staff from all departments, and adapt quickly to changing priorities in this fast-paced, growing organization. The selected candidate must have the flexibility to attend Board meetings and other meetings outside of normal work hours and will be required to travel outside of the county and state for training and meetings.

## Position Summary

Under the direct supervision of the Chief Executive Officer, this position supervises the application of accounting principles to a computerized accounting system. Performs general cost accounting and maintains accurate records of accounts. Monitors expenditures and prepares monthly financial statements and administrative reports. Performs and supervises accounts receivable, accounts payable, accounting records and other related duties in the daily administration of the accounting department. Includes grant administration accounting. Manages the financial operations of a \$10 million government agency.

## Essential Duties and Responsibilities

- Serves as staff support to the Chief Executive Officer in accounting and financial matters.
- Maintains general ledgers for all programs, to include the preparation of journal entries, accounts analysis and reconciliation, closing books monthly and setting up new accounts and budgets.
- Monitors accounts payable duties such as coding of invoices, verifying all invoices for payment, ensuring expenditures are charged to appropriate accounts, including the Housing Choice Voucher (HCV) program.
- Monitors accounts receivables collection duties, ensuring of balancing from collection through deposit for rents and other monies received. Reconciles resident accounts.
- Monitors or performs bank reconciliation monthly, verifies all deposits, addresses questions and problems from banking institutions.
- Maintains accounting records for fixed assets.
- Prepares various monthly, quarterly, and annual financial reports, including income statements, balance sheets, cash flow analyses, and special reports as required by the Chief Executive Officer, Board of Commissioners, HUD, the State and other regulatory agencies.
- Assists outside auditors at fiscal year-end, including, but not limited to, preparing schedules, invoices, accruals, providing explanation of supporting materials and procedures, and preparing any other necessary data and reports.
- Required to attend Board and other meetings outside of normal work hours.
- May be required to travel outside of the county and state for training and meetings.

## Knowledge, Skills and Abilities

### Knowledge

- Current knowledge of governmental rules and regulations and Social Service systems.
- Specialized knowledge of the operation and maintenance of large-scale apartment dwellings and grounds.
- Working knowledge of the principles of real estate management; working knowledge of finance and accounts as related to real estate management; ability to plan and supervise the work of others.
- Broad awareness of current trends in management consulting, organizational development, and administration of public and private for-profit organizations. Ability to apply this knowledge to the management of affordable housing programs and projects.

## Skills/Abilities

- Maintain accurate and detailed records.
- Meet project deadlines and work effectively under time constraints.
- Plan and supervise the work of others.
- Interpret, explain, and apply applicable laws, rules, and regulations.
- Plan, communicate, articulate, and explain OHA's budget and financial performance.
- Proficiency in the following programs: Microsoft Outlook, Word, Excel, and PowerPoint.
- Sensitivity to, and experience with, working with ethnically and culturally diverse individuals, communities, agencies, and organizations which comprise the constituency of OHA.
- Ability to handle shifting and multiple priorities in a fast-paced, growth environment.
- Strong analytical and problem-solving skills.

## Character Traits

- Honesty
- Integrity
- Resourcefulness
- Initiative
- Good Judgment
- Excellent Customer Service

## Education, Experience & Requirements

- Bachelor of Science or higher degree in accounting, finance, or business administration, from an accredited college or university, plus 10 years of progressively responsible experience in accounting, to include a minimum of seven years of management experience.
- Knowledge of HUD and other Federal, State, and local government regulations related to the financial operation of a public housing authority and nonprofit organization.
- Direct experience working in a financial environment applying GAAP and GASB.
- Direct experience preparing and submitting Voucher Management System (VMS) and Financial Data Schedule (FDS) reports (unaudited financial statements) to REAC (highly desired).
- Experience preparing public housing operating subsidy budgets (highly desired).
- Ten (10) or more years of direct experience working as an Accounting Manager/Finance Director of a public housing authority is highly preferred and will receive higher consideration.

## Licensure

- Highly Desired: CPA designation and experience working in subsidized housing, community development organization and/or non-profit agency.
- Executive HCV Financial Management Certification within two years of hire
- Public Housing Executive Financial Management Certification within three years of hire.
- Possession of a valid Florida driver's license and automobile insurability by OHA's insurance carrier.