



Director of Finance
Spartanburg, SC



Gans, Gans & Associates

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Spartanburg Housing Authority

At the end of the 1930s, the City of Spartanburg was moving out of the Great Depression and looking toward a brighter future. City leaders met to discuss ways to deal with the various "slum" areas in the City and to develop workable plans to provide decent housing for thousands of low-income residents who were living in sub-standard communities. A plan was formulated and on October 2, 1938, members of the newly formed Housing Authority of Spartanburg and the Spartanburg City Council agreed to commit \$800,000 for the creation of affordable housing in the area. On September 10, 1940 the Authority broke ground for Tobe Hartwell Courts, the first public housing units in Spartanburg.

Mission

The Spartanburg Housing Authority is committed to providing quality affordable housing in healthy neighborhoods through partnerships with their residents and other groups, fostering neighborhood redevelopment and opportunities for those they serve to achieve self-sufficiency.

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The Spartanburg Housing Authority administers both a public housing and Section 8 housing voucher program. The housing authority owns and manages 19 projects which contain 1,178 affordable rental units. It also administers 2,158 Section 8 housing vouchers.

Position Overview

The Director of Finance plans, organizes, directs, coordinates and monitors the Authority's' program of general accounting, payroll, and purchasing/inventory and fiscal record keeping functions. This includes the review and evaluation of accounting systems and methods, the conduct of ongoing budget review and analysis, general ledger accounting, tenant accounting and the investment of Authority funds. Assists the Executive Director in the development and implementation of a fiscal plan that maximizes the funds available for the Authority's use in accomplishing its goals and objectives. Provide fiscal management information to the Executive Director and other management staff. Manages fiscal responsibilities in accordance with HUD, DOL or other regulations related to PHA fiscal activity.

Essential Duties and Responsibilities

- Establish and maintain financial reporting systems in all areas as needed to meet HUD requirements, GAAP, Auditors and requests from the Executive Director.
- Review and approve preparation of all budgets for the Authority, including operating for Authority-owned properties, HCV, Capital Fund, Special Grants, and other mixed finance housing, SHA affiliates and development ventures.
- Review and analyze budget requests and expenditures for appropriateness to current resource and plans to ensure divisions are operating with approved financials.
- Provide timely and accurate financial analysis on all budget items; identify and analyze positive and negative spending trends.
- Direct and participate in complex and diversified planning activities involving the financial impact of agency options and decisions.
- Oversee a comprehensive system for identifying and maintaining the fixed assets inventory for the Authority.
- Review the prepared monthly financial statements to the Executive Director, which are to be submitted to the Board; present such information at Board of Commissioners or other meetings.
- Recommend actions which will ensure the fiscal integrity of the Authority.
- Supervise and participate in the preparation of the annual budgets and expenditure projection, payroll processing, receipt and disbursement of funds, internal auditing and allied fiscal activities.
- Conduct studies and prepare reports on Authority operations, including capital outlay projects.
- Invest Authority funds in accordance with federal and state guidelines.
- Plan, coordinate, and review the priorities of the complete financial program of the Authority.
- Develop both accounting and computer procedures. Plan, design, and coordinate revised accounting methods and systems and make such recommendation to the Executive Director.
- Review requests from finance staff regarding budgetary and accounting problems and priorities.
- Advise on the organization or reorganization of fiscal work units.
- Review expenditure throughout the budget year.

- Attend staff meetings on budget matters and keep abreast of legislative changes and programs that may have an impact on budget needs.
- Undertake special assignments as directed by the Executive Director.
- Supervise the preparation of monthly activities and status reports.
- Respond to and resolve issues pertaining to department programs. Advise Executive Director, in a timely manner, on necessary actions, problems or requirements.
- Serve as a policy and program advisor to the Executive Director regarding financial issues and other Authority-wide matters.
- Delegate duties to subordinates. Review and prepare draft Authority comments on proposed federal, state and local regulations and their prospective impact on department and authority programs. Suggest alternative courses of action, as applicable.
- Develop and maintain departmental policies and procedures. Assist in the development of Authority policies and procedures implementing federal, state, and local directives and statutes and other Authority programs; and, as applicable, procedures for department activities and programs.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of departmental work. Hold and conduct regular staff meetings, to include the communication of and training in Authority policies.
- Responsible for departmental employee training, motivation, supervision, and evaluation. Recommend salary increases and take disciplinary action as necessary and authorized. Approve leave requests and time cards.
- Participate in the selection of department staff.
- Make verbal reports and presentations to the Board of Commissioners and other bodies. Prepare resolutions for Commission review and approval.
- Responsible for supervision of staff assigned accuracy and timeliness of the Authority's periodic payroll.
- Perform other related duties as required.

Knowledge and Abilities

Knowledge of:

- Principles and techniques associated with the management of general accounting and financial record keeping.
- Principles of accounting, budgeting, fiscal procedures and methods, and laws and regulations applying to accounting operations regulated under HUD.
- Internal auditing procedures.
- Principles and practices of budget development and administration.
- Personnel practices, supervision, training, and administration.
- Public housing laws, program and agency rules, regulations, standards and programs, and the local and national financial markets.
- Tax credit financing of affordable housing projects, and management information systems.

Ability to:

- Plan, organize, direct, and coordinate work in a manner conducive to full performance and morale.
- Effectively train, supervise and evaluate subordinates.
- Maintain confidentiality.
- Analyze, interpret and prepare financial statements and reports.
- Effectively handle the investment of Authority funds.
- Design and implement new, improved accounting and record keeping systems, including computerized systems.
- Comprehend and interpret complex rules, regulations and laws.
- Establish and maintain effective working relationships with others.
- Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups.
- Prepare and work within established budgets. Operate a personal computer using various Windows based applications programs.

Distinguishing Characteristics

This single position management classification is responsible for the management and administration of the systematic recording and reporting of financial and budgetary transactions of the Authority, which are major elements of staff support for the Authority's mission. It differs from all other classifications in that it is solely responsible to the Executive Director for the effectiveness, efficiency, and success of these programs as a department head.

Minimum Qualifications

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience

- A minimum of five years as a director of finance, or CFO at a Public Housing Authority with complete responsibility for accounting, budgeting and financial reporting with financial analysis, budget preparation, or data processing assignments, as well as the implementation of federal, state, and local laws, regulations, and related directives.
- Experience in PHA development and tax credit finance is required.
- Management of grant HUD, DOL and other provider is preferred.
- Five (5) years of supervisory experience is required.
- Generally Accepted Accounting Principles (GAAP) audited financial statement experience.
- Working familiarity with financial applications on a computerized database.
- Ability to function in a complex and changing affordable housing or regulatory industry.
- Able to resolve multiple priorities to satisfy multiple stakeholders.
- Demonstrated leadership and team building ability to improve staff productivity and departmental collaboration.
- Demonstrated communications skills in writing, speech and presentations of complex financial information.
- Experience with housing mixed finance including tax credits, project based vouchers, bank financing, HUD, and other public and private sources of funding.

Education

- Possess a minimum of a Bachelor's Degree from an accredited college or university with a major in accounting, finance, business administration, or a related field.
- A Certified Public Accountant is preferred.

Other

- Bonding – Must be bondable.

Supervision

- Operates under the direct supervision and general direction of the Executive Director, with significant independence.
- Provides direct and indirect supervision to assigned professional, technical, and clerical personnel.

How to Apply

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

Eric Billington

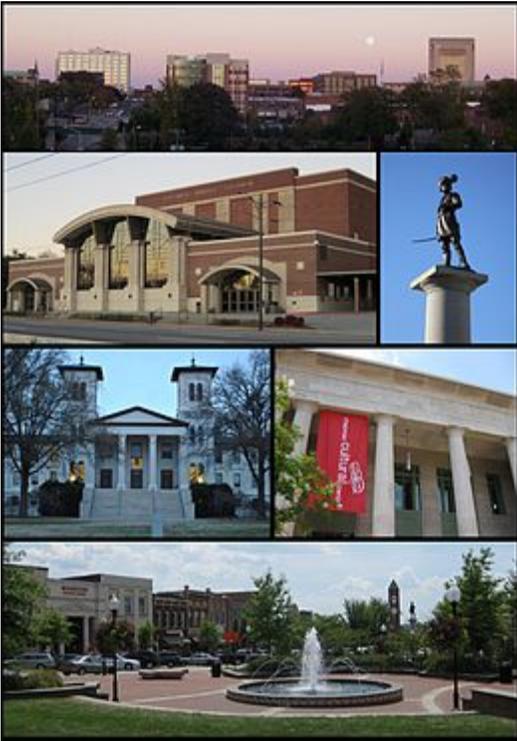
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Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.



Spartanburg, South Carolina is located in the foothills of the beautiful Blue Ridge Mountains. The mild climate, with its four distinct seasons, provides fine weather for outdoor activities year-round. The city of 40,000 – which is part of a metropolitan area of 250,000 - is conveniently situated at the junction of I-26 and I-85, making it easily accessible to both mountain and beach resorts. Spartanburg is known for its beauty, quality of life and friendly people.

Neighborhoods

Spartanburg's choices in neighborhoods and housing are as diverse as its population and culture. Numerous housing subdivisions offering a friendly neighborhood setting can be found throughout Spartanburg County and the City. New patio-home and condominium developments offer a cozy setting without the hassle of a lot of yard-work. An abundance of farmland provides the opportunity for anyone yearning to exercise a "green thumb." If you prefer luxury or resort housing, Spartanburg offers homes near a number of fine golf courses or at a country club. These are perfect spots for those who prefer the amenities associated with resort life. A wide variety of apartments and other rental properties also are available in Spartanburg.

Arts and Culture

Despite its size as a small city, Spartanburg has, throughout its history, been a fruitful home to a creative community. Cultural events and institutions abound in the city and county and consistently draw large crowds.

- The Chapman Cultural Center Spartanburg's cultural anchor for history, art, theatre, dance, music, and science, is located in a three-building complex on the northern edge of downtown. Opened in October 2007, the Center was designed by David M. Schwarz/Architectural Services of Washington, D.C. It houses the Spartanburg Art Museum, Spartanburg County Regional History Museum, Science Center, Little Theatre, Ballet, Music Foundation, and other groups that were formerly located in The Arts Center on South Spring Street. It is owned and operated by The Arts Partnership of Greater Spartanburg, a non-profit organization dedicated to supporting arts and cultural agencies in Spartanburg County.
- **The Showroom**, the home of Hub-Bub, is a new center for progressive arts in the community. It houses a gallery, film screen, stage, and concert venue and is home to a nationally recognized artist residency program. Hub-Bub is the creative effort responsible for the founding of The Showroom and, as a project goal, seeks to attract and retain creative talent in the community. It was launched in March 2005 by the Hub City Writers Project with assistance from private donors and the city of Spartanburg. The Hub City Writers Project, located a block away, serves the community as a local publishing company and independent bookstore.

Attractions

Spartanburg is home to many events throughout the year:

- The Hub City Farmers' Market, an outdoor market held Saturday mornings from during the summer and fall on the grounds of the historic Magnolia Street Train Station, showcasing local (often organic) produce and goods.
- Retrofest, the Southeast's largest disco festival held at Spartanburg Memorial Auditorium on the first Saturday in February.
- Spring Fling, a weekend festival typically held the first Saturday of May, has many live artists, rides, and other assorted attractions.
- The Annual Sidewalk Arts Show, an open, juried art exhibition held concurrently with The International Festival on the first Saturday in October.
- The International Festival, an event showcasing culture and cuisine from countries around the globe held at Barnet Park on the first Saturday in October.
- Music on Main, a street concert event held every Thursday (April through August) downtown.
- The Greek Festival, a major street festival that is held in September by the local Greek community at St. Nicholas Greek Orthodox Church. It offers Greek food and cultural activities, and is the sister festival to the Greek Festival held every spring in Greenville.
- Dickens of a Christmas, a Victorian holiday event held annually in downtown Spartanburg on the Tuesday after Thanksgiving.
- Festifall, a historical celebration held on the grounds of the 18th-century Walnut Grove Plantation in October, featuring demonstrations and reenactments.

- Taste of the Backcountry, a historical celebration held on the grounds of the 18th-century Price House in April, featuring food samples and demonstrations.
- Spartanburg Bands Together, a music festival at Barnet Park to raise money for good causes.

Other attractions include:

- The Spartanburg Museum of Art
- The Spartanburg Regional Museum of History
- The Spartanburg Science Center
- Ballet Spartanburg which has hosted over 22 national and international ballet companies
- Several golf courses, including two private 18-hole courses at the Country Club of Spartanburg and the Carolina Country Club
- Cowpens National Battlefield



Sports

Spartanburg is host to the NFL's Carolina Panthers Training Camp each year at Wofford College's Gibbs Stadium.

Historic Duncan Park Stadium was once home to the Spartanburg Stinger in the Coastal Plain League and the Spartanburg Crickets in the Southern Collegiate Baseball League and is the oldest minor league baseball stadium in the country. It was also once home to the Spartanburg Phillies, a minor league team of the Philadelphia Phillies. It now is the home stadium for the baseball teams of Spartanburg High School.



The annual Shrine Bowl of the Carolinas is held each year at Wofford College's Gibbs Stadium. It is a high school football all-star game played between the top players from South Carolina and the top players from North Carolina.

The USC Upstate Spartans, Spartanburg Methodist College Pioneers, and the Wofford College Terriers offer a variety of sports for both men and women. Converse College also offers NCAA Division II women's sports teams.

The Southern Conference of the NCAA is headquartered in Spartanburg.

Spartanburg is located an hour away from the Clemson Tigers and about an hour and a half away from the University of South Carolina Gamecocks.

The Spartanburg Parks Commission hosts several travel baseball and softball tournaments each year, helping brand the city as one of the Southeast's most reputable tournament locations.