



# Director of Finance Tallahassee, FL



## Gans, Gans & Associates

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## Tallahassee Housing Authority

The Tallahassee Housing Authority is a quasi-governmental agency established in 1946 by State of Florida Statute 421.04 due to the shortage of decent, safe and sanitary housing and to provide persons of low-income affordable housing.

The THA administers four housing programs, Public Housing, Housing Choice Voucher (Section 8), Affordable Housing, and Veteran's Assistance. Resident Programs (FSS and Resident Opportunities Self-Sufficiency are also available to THA residents. THA has a full time certified maintenance program and its own Finance Department. The overall policy making authority is the seven-member Board of Commissioners.

## Position Summary

The Director of Finance monitors, directs and implements the financial activities of the Tallahassee Housing Authority. Work involves ensuring maximum utilization of program funds using effective budgetary controls and financial analysis. Performs a variety of administrative and supervisory tasks including maintaining financial records and preparing reports; reviewing and approving general ledger entries; and, preparing and analyzing the Housing Authority's operating budgets. Reports directly to the Executive Director and assists the Executive Director on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding. Maintains expert knowledge of Public Housing, Section 8/Housing Choice Voucher Program, Tax Credits, Bond Financing, Capital Fund and Mixed-Finance Development.

## Essential Job Duties

The statements contained herein reflect general details as necessary to describe the principal functions of the job and the level of knowledge and scope of responsibility typically required for the job, but should not be considered an all-inclusive listing of work requirements. The Director of Finance 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.

- Work with the Executive Director and other management staff to develop annual operating budgets;
- Analyze operating budgets to ensure compliance and to maintain effective fiscal control for all Housing Authority programs; oversee budget amendments as necessary; make appropriate ledger adjustments and estimate available funds; interpret, implement and monitor accounting systems to ensure compliance with federal regulations;
- Ensure the overall Housing Authority budgets reflect sound fiscal management and that all costs are prorated according to federal fiscal policies;
- Supervise all financial activities; maintain an efficient management control and reporting system to reflect total performance cost; maintain various financial records and prepare periodic reports for internal use by the Board and to ensure compliance with HUD requirements;
- Establish and supervise the maintaining of required computerized accounting systems (A/P, Payroll, General Ledger, etc.) for all Housing Authority programs and affiliated non-profit businesses;
- Ensure that the cash position, cash needs and anticipated receipts from all sources are known at all times and that sound fiscal judgment is exercised in utilizing these funds;
- Oversee year-end process: close out revenues and expense accounts at year-end, and prepare year-end reports; prepare annual Financial Data Schedule submission to HUD; review report and make recommendations as appropriate;
- Ensure sufficient controls are installed and that substantiating documentation is approved and available so that all purchases may pass independent and governmental audits;
- Supervise staff processing journal entries posted to general ledger entry to ensure completion and accuracy of information;
- Oversee all required financial reports for all Housing Authority programs and affiliated non-profit businesses;
- Develop and maintain Finance departmental policies and procedures; assist in the development of THA policies and procedures as required for compliance with federal, state and local directives, statutes or guidelines;
- Periodically evaluate overall financial progress of all Housing Authority affiliated non-profit businesses; make recommendations to the Executive Director regarding any improvements that are necessary to meet the Housing Authority's goals and objectives;
- Review audit reports/investigations and follow up with the appropriate department head to ensure that corrective action is taken;
- Oversee insurance plans and health care coverage costing analysis;
- Oversee the inventory of all fixed assets, including assets purchased with government funds (computer, etc.) assuring all are in accordance with federal regulations;
- Supervise, train, assign and assist Finance Department staff; ensure that departmental staff members are in compliance with Tallahassee Housing Authority policies and procedures, and generally accepted accounting principles (GAAP);

- Evaluate the performance of Finance Department staff and recommend personnel actions as appropriate;
- Meet with and report regularly to the Executive Director on assigned responsibilities;
- Attend monthly meetings of the Tallahassee Housing Authority Board of Commissioners to report financial status to the Board;
- In the absence of the THA Systems Administrator, serve as the computer administrator; coordinate with vendors for technical assistance to correct deficiencies or provide enhancements to computer software and hardware;
- Conduct an annual inventory of all capitalized property; and as needed, dispose of surplus property in accordance with THA policy after Board approval of the disposition;
- Review the preparation of payroll and authorize payment; approve W-2's and other payroll tax reports including 940 and 941 reporting; and
- Perform other duties as assigned by the Executive Director.

### **Knowledge, Skills and Abilities**

- Knowledge of the general operations and procedures of a Public Housing Agency;
- Knowledge of the rules and regulations of HUD assisted housing programs and services;
- Knowledge of government accounting procedures and reporting requirements with special emphasis on the areas of accounts receivable and accounts payable;
- Knowledge of standards and practices for establishing and maintaining valid accounting documentation and a credible audit trail;
- Knowledge of HUD, federal, state and/or local regulations affecting the assigned accounting functions;
- Knowledge of housing subsidy programs under HUD to include: eLOCCS, REAC, FDS, VMS, IMS/PIC;
- Knowledge of general accounting requirements, housing authority software programs, payroll, budgets, insurance, grant compliance and other related activities;
- Skill in principles and practices of budget preparation and administration;
- Skill in utilizing at the intermediate level or higher, MS Word and Excel;
- Ability to identify and rectify problems in areas of assigned responsibility;
- Ability to effectively supervise and evaluate Finance Department staff; guiding and correcting staff deficiencies in a timely fashion;
- Ability to write program narratives, budgets, statistical and other supporting data; and the ability to develop policy and procedure manuals for various programs and processes;
- Ability to establish and maintain effective working relationships with all agency staff, Executive Director and agency stakeholders; and
- Ability to effectively communicate with individuals from diverse backgrounds, including during times when performing under stress and when confronted with persons acting under stress; and
- Ability to act as agency liaison with funding governmental agencies or other parties, on all matters pertaining to the finances of the Housing Authority.

### **Education/Experience**

- Bachelor's degree from an accredited four-year college or university with major course work in accounting, finance or a related field; and, at least five (5) years of accounting/finance management experience as a director or CFO or similar position; with organizational responsibility for accounting, budgeting and financial reporting, and working familiarity with financial applications on a computerized database.
- Preference will be given to applicants with a CPA or MBA; and with experience functioning in a complex and changing affordable housing or regulatory industry.

### **Special Requirements**

- Must possess and maintain a valid Florida Driver's license and pass a driver's license check
- Ability to pass background checks, reference checks and drug screen

### **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.



## Tallahassee, Florida

Tallahassee is the capital of the State of Florida and located in the Panhandle, 30 miles north of the Gulf of Mexico and 20 miles from the Georgia border.

Tallahassee is a relatively large city with a population of 189,907 people and 68 constituent neighborhoods, Tallahassee is the seventh largest community in Florida.

Tallahassee is home to the Florida State Capitol, Supreme Court of Florida, Florida Governor's Mansion, and nearly 30 state agency headquarters. The city is also known for its large number of law firms, lobbying organizations, trade associations and professional associations, including the Florida Bar and the Florida Chamber of Commerce. It is also a recognized regional center for scientific research, and home to the National High Magnetic Field Laboratory. In 2015, Tallahassee was awarded the All-American City Award by the National Civic League for the second time. Tallahassee is currently ranked as the 18th best college town in the nation by Best College Reviews.

Tallahassee is a decidedly white-collar city, with fully 90.34% of the workforce employed in white-collar jobs, well above the national average. Overall, Tallahassee is a city of professionals, sales and office workers and service providers. There are especially a lot of people living in Tallahassee who work in office and administrative support (15.30%), sales jobs (11.16%) and teaching (9.31%).

## City Accolades

- 1988: Money Magazine's Southeast's three top medium size cities in which to live.
- 1992: Awarded Tree City USA by National Arbor Day Foundation
- 1999: Awarded All-America City Award by the National Civic League
- 2003: Awarded Tree Line USA by the National Arbor Day Foundation.
- 2006: Awarded "Best In America" Parks and Recreation by the National Recreation and Park Association.
- 2007: Recognized by Kiplinger's Personal Finance Magazine as one of the "Top Ten College Towns for Grownups" (ranking second, behind Chapel Hill, North Carolina)
- 2007: Ranked second in the "medium sized city" class on Epodunk's list of college towns.
- 2015: Awarded All-America City Award by the National Civic League

## Neighborhoods

Tallahassee has many neighborhoods inside the city limits. Some of the most known and defined include All Saints, Apalachee Ridge, Betton Hills, Callen, Frenchtown (the oldest historically black neighborhood in the state), Killlearn Estates, Lafayette Park, Levy Park, Los Robles, Midtown, Holly Hills, Jake Gaither/University Park, Indian Head Acres, Myers Park, Smokey Hollow, SouthWood, Seminole Manor and Woodland Drives.

## Education

### Higher Education

Tallahassee is home to Florida State University, ranked the nation's thirty-eighth best public university by U.S. News & World Report. It is also home to the Florida A&M University, one of the country's largest historically black universities by total enrollment. Tallahassee Community College is a large community college which serves mainly as a feeder school to both Florida State and Florida A&M. Tallahassee qualifies as a significant college town.

### Other colleges include

- Barry University School of Adult and Continuing Education – Tallahassee Campus
- Embry-Riddle Aeronautical University
- Flagler College – Tallahassee Campus
- ITT Technical Institute
- Keiser University – Tallahassee Campus
- Lewis M. Lively Area Vocational-Technical School
- Saint Leo University – Tallahassee Campus

### Primary and Secondary

Leon County Schools employs 2,013 instructional personnel, 1,018 district personnel, and 1,424 support personnel. The Pre-Kindergarten through Grade 12 has 33,000 students in forty-eight school and program sites. These include preschool, elementary (PreK-5), middle school (6-8), high school (9-12) and special district wide program centers for specific populations of all ages and ability levels.

### Places of Interest

- Maclay Gardens Reflection Pool
- The Tallahassee Automobile Museum
- Alfred B. Maclay Gardens State Park
- Carnegie Library at FAMU
- Challenger Learning Center
- College Town at Florida State University
- Doak Campbell Stadium
- Elinor Klapp-Phipps Park
- Florida Governor's Mansion
- Florida State Capitol
- Florida Supreme Court
- Foster Tanner Fine Arts Gallery at Florida A&M University
- Goodwood Museum and Gardens
- Innovation Park
- John G. Riley Center/Museum of African American History & Culture (Riley Museum)
- Knott House Museum
- Lake Ella
- Lake Jackson Mounds Archaeological State Park
- Lafayette Heritage Trail Park
- LeMoyne Center for the Visual Arts
- Mission San Luis de Apalachee
- Museum of Fine Arts at Florida State University
- Museum of Florida History
- National High Magnetic Field Laboratory
- North Florida Fairgrounds
- Railroad Square
- Southeastern Regional Black Archives Research Center and Museum
- Tallahassee Automobile Museum
- Tallahassee Museum
- James D. Westcott Building and Ruby Diamond Auditorium at Florida State University



Maclay Gardens Reflection Pool



The Tallahassee Automobile Museum

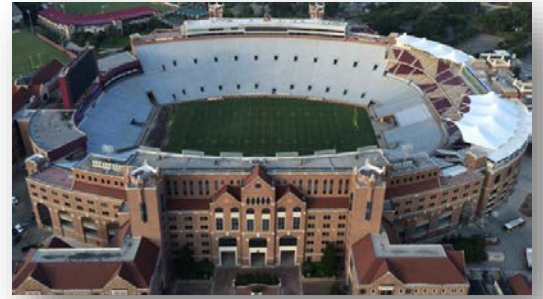
### Festivals and Events

- Cross-country riding competition at Red Hills Horse Trial
- Downtown Getdown (Florida State Seminoles Pep Rally)
- Experience Tallahassee Festival (Welcoming festival for FSU, TCC, and FAMU students)
- First Friday festivals at Railroad Square
- Greek Food Festival
- Oktoberfest

- Opening Nights Performing Arts at Florida State University
- Red Hills Horse Trials
- Southern Music Rising Festival
- Springtime Tallahassee
- Tallahassee Film Festival
- Tallahassee Marathon and Half Marathon
- Tallahassee Wine and Food Festival
- Tallahassee Senior Center's Lifelong Learning Extravaganza – L3X[60]
- Winter Festival
- Florida State University's HackFSU

### Sports

- FSU's Doak Campbell Stadium
- The Tallahassee Community College Eagles compete in the Panhandle Conference in Men's and Women's basketball, baseball and softball.
- The Tallahassee Rugby Football Club are a Division III Rugby Club that competes in the Florida Rugby Union.
- The Tallahassee-Leon County Civic Center hosted the First and Second Rounds of the 1995 NCAA Men's Division I Basketball Tournament.



Doak S. Campbell Stadium