



RENTON HOUSING AUTHORITY, WA

FINANCE DIRECTOR – CHIEF FINANCIAL OFFICER (CFO)

This position is officially open until filled. The search, however, is on a fast track. Leading candidate applications will likely be reviewed in January and February 2019 and screening interviews scheduled as resumes are received. Interviews with the Housing Authority will follow quickly thereafter.

If you or a colleague are interested in this outstanding opportunity, please submit a detailed resume as soon as possible to:

Robert Neher, President or
Lawrence Davenport, D.Ed. Executive Vice President

Neher & Associates

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Applications are preferred electronically at: robertneher@executivesearchneher.com Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact us at the numbers or e-mail above.

A detailed position/job description is attached:

Position: Finance Director Salary \$95,000 - \$140,000 Annually

Description PURPOSE OF POSITION

The purpose of this position is to direct the Department of Finance and Administration and, in that capacity, provide high quality financial and administrative services to Renton Housing Authority (RHA) so its programs can provide high quality services, its funders will be more willing to fund RHA and its regulatory partners, auditors and the public will have a high degree of confidence in RHA's operations. Provide RHA with tax credit accounting expertise to support the development pipeline. This position coordinates and administers the budgetary, financial/accounting, payroll, risk management and asset management functions of RHA and oversees Information Technology (IT). In an advisory capacity, the Director will also provide highly responsible support to the Executive Director in the governance of the agency. The



Director shall perform all these responsibilities in service to RHA's social justice mission to assist low-income households and do so in ways that aspire to administrative and programmatic excellence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform accounting management

- Oversee the financial activity of RHA, including the management of investments, financing of RHA activities, and the expenditure of RHA funds. Ascertain the financial status of RHA and ensure that funds are properly spent;
- Oversee the Agency's fiscal transition to Tax Credit partnership accounting. Transition to component unit accounting for new and existing partnerships. Assist the Agency with significant development pipeline in the coming years, with specific attention to LIHTC practices, accounting, and fiscal oversight.
- Advise and assist other RHA departments in the preparation of preliminary budgets.

Coordinate preparations of departmental budgets and prepare the comprehensive RHA budget. Monitor expenditures to ensure compliance with the budget;

- Prepare annual budget and goals management plan for the Department of Finance and Administration as well as developing budget preparation procedures and training to relevant staff in their use;
- Project RHA revenues and operating subsidies and advise the Executive Director on budget priorities, changes, deviations and requests. Submit financial statements and operating budgets to Housing and Urban Development (HUD) as required and negotiate HUD settlements as required;

- Review utility consumption and provide Asset Management and Development with consumption data;
- Oversee the payroll function and ensure that all payroll responsibilities are completed on time per requirements;
- Design, implement and administer all assigned departmental functions so as to meet (or exceed) agency goals including PHAS indicators. Collect, review and assemble monthly and quarterly reports from department heads for PHAS;
- Assist the Executive Director as needed in the areas of planning, statistical analysis, and report preparation;

- Direct the establishment and maintenance of necessary records and files. Maintain all accounting records and financial statements for RHA programs;
- Prepare and post journal vouchers, cash receipts, cash disbursement and interface accounts payable with general ledger. Run trial balance for each program;
- Assign account numbers and distribute expenses to appropriate budget for payables. Review and approve completed bank statements. Control inter-project cash flow and cash balances;
- Maintain source of funds, insurance, investment, petty cash and security deposit registers. Perform year-end closings of accounts payable, payroll and tenant transactions;

- Track HUD financing including bonds, notes and grants. Contact banks for wire transfers to HUD and wire weekly transfers to credit union;
- Coordinate activities with federal, state and



city auditors as well as independent public accountants for periodic and annual inspections of the RHA books of account; • Maintain working knowledge of state, federal, and HUD regulation specific to accounting support function and public housing in general. Participate in obtaining, maintaining, or increasing current training and information relative to professional responsibilities.

Information technology system

Through direct oversight of the IT and Administration staff, guide the maintenance of the RHA's information systems, including but not limited to evaluation, acquisition, installation, maintenance, cost effectiveness, problem resolution, support contracting, and recommending enhancements or additions to the computer network, personal computers, printers, phone system and other computer related peripheral equipment to ensure maximum systems potential;

- Oversee the development and operation of computer systems and application throughout RHA, including organization, planning and training;
- Ensure timely response to specific computer software problems or issues. Oversee IT staff and the agency's liaison with hardware consultants and vendor representatives;
- Oversee the coordination, installation and moving of computer equipment;
- Make certain that the control point for computer access outside the RHA office is maintained, including but not limited to incoming and outgoing modem access;
- Ensure the safeguarding of original software media, instructions, warranties and all related training materials.

Supervision and leadership

- Set and articulate the direction of the department, anticipate the need for change;
- Supervise and guide staff using management practices that develop and retain highly competent and highly performing employees;
- Establish meaningful job objectives and monitor achievement of those objectives;
- Evaluate direct report job performance at regular intervals;
- Build and maintain effective relations with a workforce that includes both union and non-union staff.

Community relations

- Represent RHA positively with the community, elected officials, governmental bodies, financial institutions, business interests, professional organizations, other nonprofit and public housing and service agencies, and citizens.

Administrative

- Ensure written department policies and procedures are established, maintained, and monitored for their effectiveness;
- Create and maintain a highly ordered system of record keeping;
- In partnership with the Cabinet team and Finance Department, create and administer the department budget.



Employee accountability • Present a professional image as a representative of RHA; • Maintain a high degree of confidentiality relative to work performed; • Establish and maintain effective professional working relationships with coworkers, management, partner agencies and the community.

Ethical standards and compliance with RHA policies

Fulfill all duties and responsibilities with a high level of integrity, honesty and adherence to agency policies and rules.

Diversity

RHA's staff, its clients, and the staff of community partners are diverse in many ways, including diversity by race, national origin, language, sexual orientation, age and disability. RHA considers this diversity to be an important asset. All RHA employees must engage diverse people in constructive and effective ways as supervisor, colleague, business partner, and/or service provider.

POSITION REQUIREMENTS AND QUALIFICATIONS

Educational level and experience

Various combinations of education, experience and training may qualify an applicant. The following is a typical way to be qualified. • Minimum 4-year college degree majoring in accounting. Experience in real estate accounting, construction and development accounting; • Six or more years of management-level accounting experience required; government and fund accounting strongly preferred; • Minimum three years of successful work experience in a supervisory capacity with progressive responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting programs, required; • Housing and Urban Development experience preferred; • Experience with Yardi software

Knowledge, skills and abilities

Possess or acquire and maintain a high level of expertise in the current and evolving principles and practices in the following areas: • Working knowledge of Generally Accepted Accounting Principles (GAAP), bookkeeping, accounting, budgeting; • Working knowledge of agency's automated computer system for job related functions;

• Skill in analyzing fiscal data and ability to recommend problem-solving strategies; • Working knowledge of applicable HUD Housing Programs and financial regulations; • Working knowledge of the principles and practices of public administration; • Considerable knowledge of



federal, state and local laws, regulations, handbooks and other issuances affecting RHA accounting and procurement programs and operation;

- Is an intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills; • Able to write clearly and informatively; edit work for spelling and grammar; vary writing style to meet needs; present numerical data effectively; able to read, write and interpret documents of a technical nature; • Should display willingness to make decisions; exhibit sound and accurate judgment; support and explain reasoning for decisions; include appropriate individuals in the decision-making process; make timely decisions;
- Can attend to highly detailed work accurately and efficiently; able to organize and work independently in an environment of frequent interruptions; • Possess a high regard and ability to meet schedules and time lines; skills in planning and organizing work and excellent ability to work independently with little direction; • High level ability to plan projects effectively, manage their timely implementation and effectively use the agency's Project Data Base and other management tools; • Ability to engage a wide variety of people with a high level of professionalism, courtesy and good humor, including culturally, socially and economically diverse populations, seniors, persons with disabilities, contractors, and professional colleagues; • Show a strong commitment to maintain confidentiality in all assignments as directed;
- Possess a high degree of proficiency in Microsoft Office products, including Word, Excel, and Outlook, and otherwise to be effective without close clerical support; • Possess and maintain a comprehensive and thorough working knowledge of specialized and complex subject matter, procedures or practices;
- Share RHA's social justice mission to serve low-income persons and to provide service in a way that aspires to standards of administrative and programmatic excellence.

Certification/Registrations

- Licensed Certified Public Accountant preferred; • Must have and maintain a valid driver's license with acceptable driving record and auto insurance.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that an employee must handle to successfully perform the essential functions of this job. The job's activities occur primarily in indoor office settings:

- Occasional standing, walking, sitting, using hands to finger, handle, or feel objects, tools or controls; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching or crawling; talking or hearing; occasionally lifting and/or moving up to 25 pounds; • Close



vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus; • While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time; • The noise level in the work environment is usually moderate.

Supplemental Information Note: The above job description is not comprehensive. The job responsibilities may include other duties. This job description also does not constitute an employment agreement between RHA and the employee. RHA may change the job duties as it determines to be necessary or useful to meet its needs.

Other Requirements

RHA is an equal opportunity employer. It considers all applicants without regard to race, color, national origin, religion or creed, gender, disability, marital status, familial status, age (over 40 years old), sexual orientation and gender identity. RHA will also reasonably accommodate individuals with disabilities to allow them to apply or to perform the essential functions of the job. Applicants needing accommodation for a disability should make their request to the HR Department at least 24 hours in advance, if possible.