

Chief Financial Officer

We are seeking a Chief Financial Officer (CFO) for our client, **Lake Metropolitan Housing Authority**. The CFO serves as the primary financial officer for the Authority which includes cash management, grant administration and all phases of the accounting cycle. This position reports to the Chief Executive Officer (CEO) and works in partnership with other directors to provide executive-level leadership to the Housing Authority; has a vital role in ensuring that the vision and mission of the Authority are realized. The CFO will direct the work of the Controller and have oversight of Finance and Information Technology.

Work involves financial reporting for the Authority, as well as developing and maintaining internal controls, policies and procedures to ensure efficient operations. Though not all inclusive, additional responsibilities of the CFO include:

- Plans, manages and expends funds; monitors budgets and prepares reports. Oversees and approves all financial transactions. Prepares and coordinates annual financial statements, audits and REAC submissions.
- Monitors various HUD income streams and available reserves and determines impact on financials.
- Reviews/finalizes monthly financial statements. Develops a detailed annual budget for the Housing Authority.
- Presents financial information for the monthly meetings of the Lake MHA Board of Commissioners. Assists the CEO in developing any analyses and decision-making models.
- Prepares biweekly payroll in absence of the Controller and oversees Information Technology.
- Adheres to all Housing Authority's core values; policies and procedures; safety, ethical, confidential, and professional standards; and all laws and regulations.

Qualifications

- Bachelor's degree in accounting, finance, business administration or closely related field. CPA or Master's degree preferred.
- 10 or more years experience and/or training in public or governmental accounting or private industry, including a minimum of 5 years of supervisory experience, planning, and fiscal responsibility.
- Will consider an equivalent combination of education and experience to meet the required knowledge, skills, abilities and competencies of the position.
- Training in low-income/subsidized housing finance, capital fund program management and procurement are desirable.
- Possess, or ability to acquire, knowledge of HUD regulations and understanding of landlord and tenant rights and responsibilities and ability to enforce same.
- Ability to work with a diverse group of people: residents, government officials, general public, coworkers, and vendors. Operates with a high degree of discretion and confidentiality.
- Ability to be accountable for the performance of assigned staff and maintain an expectation for success. Strong leadership and supervisory skills.
- Strong problem resolution, decision making, and project management skills.
- Excellent organizational, mathematical, budget forecasting and recordkeeping skills.
- Strong attention to detail and ability to produce accurate work.
- Excellent communication skills: verbal, written and presentation.
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint) and ability to become proficient in Authority software (PHA Web).
- Must possess a valid driver's license and be insurable under the agency's vehicle insurance plan.
- Legally compliant, confidential and ethical conduct, while living the values of teamwork and maintaining a client-centered focus.

In addition to competitive salaries, Lake MHA offers an excellent benefits package including: medical, dental and vision coverage; PTO and paid holidays; compressed work week; life insurance and short-term disability insurance; Ohio Public Employee Retirement and deferred compensation. Please note that Lake MHA does not participate in Social Security.

Lake Metropolitan Housing Authority (Lake MHA) administers housing assistance for approximately 1,800 families throughout Lake County. This consists of three federal housing programs, the Housing Choice Voucher (formerly known as Section 8), Multi-Family, and Public Housing programs. These programs offer low and moderate income households the opportunity to rent affordable, decent, and safe housing. More importantly, Lake MHA provides these households a stable living environment in order for them to work towards economic self-sufficiency.

Equal Opportunity Employer

Please no walk-ins or telephone calls.

To apply, send resume to:

RKay@HumanicsLLC.com

or

Humanics, LLC

Attn: #L2101

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