



11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.pchawa.org

JOB POSTING

DIRECTOR OF FINANCE

POSITION OVERVIEW:

JOB TITLE:	Director of Finance
REPORTS TO:	Executive Director
RATE OF PAY:	\$132,000/annual- \$168,000/annual, DOE HPC Benefits Package
SHIFT/ SCHEDULE:	Salaried/ Exempt Non-Union Position
CLOSING DATE:	Open Until Filled

The mission of Housing Pierce County (HPC) is to provide safe, decent, affordable housing and economic opportunity free from discrimination. HPC is a quasi-governmental agency created in 1978 by the Pierce County Council. Although the County Executive appoints and the Council approves HPC’s Board of Commissioners, HPC is not a part of the County Government. We operate as both a Public Housing Authority under contracts with the U.S. Department of Housing and Urban Development (HUD) and a mission-driven business enterprise under our own purview with the mandate to expand access to affordable housing in Pierce County. The Board and staff strive to make meaningful, lasting differences in the lives of our participants and community we serve.

GENERAL DUTIES:

Under the direction of the Executive Director, the Director of Finance will oversee financial matters for the agency. This position is a key member of the executive senior leadership team that supports the overall financial health and well-being of the organization, managing the agency’s finances and all aspects of its financial success. Oversee all finance, accounting, internal controls, forecasting, budgeting, treasury, tax, contract administration and procurement functions. Provide strategic guidance and financial focus in support of the agency’s mission and strategic direction. Ensure all of the agency’s financial actions are fiscally responsible and compliant with federal, State and local laws and regulations.

ESSENTIAL FUNCTIONS:

- The following functions may be performed manually or computerized:
- Plans, organizes, leads, and directs the services and activities of the Finance Department and all its programs, activities, and services including accounting, financial management and reporting, budget, audit, treasury functions, and procurement/contract management.
 - Participates on the Executive team in the implementation of the strategic vision including fostering and cultivating stakeholder relationships on city, state, and national levels, as well as assist in identifying new funding opportunities and drafting of prospective programmatic budgets and determining cost effectiveness of prospective service delivery.

- Develops the department's strategic plan and manages the development and implementation of goals, objectives, policies, procedures, and work standards for the department; assigns department staff as required to optimize the efficiency and effectiveness of the overall department's performance.
- Participates in the developments of the agency's strategic plan as a member of the Executive and Leadership teams.
- Selects, trains, motivates, and evaluates assigned staff, mentors and works with staff to correct deficiencies, engages in succession planning and leadership development, and implements discipline and termination procedures.
- Contributes to the overall quality of the department's and Agency's service provision by developing, reviewing, and implementing policies and procedures to meet legal requirements and Agency needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Directs and coordinates the preparation of analyses and recommendations regarding financial policy issues and long-range plans; advises the Deputy Executive Director and Executive Director regarding financial policy issues, programs, and projects to meet Agency, affiliate, community, and client needs.
- Implements directives and policies from the Board, Deputy Director, and Executive Director; provides guidance to other department heads and managers to coordinate and implement assigned programs and projects; meets with other department heads to identify and resolve organizational and operational problems within departments and across departmental lines; ensures the successful operation of programs and projects.
- Through subordinate staff, develops, directs, and monitors the preparation of the department and Agency budgets and implements the Board-approved budget; approves the forecast of funds needed for operations; and monitors the preparation of a wide variety of financial statements and reports; conducts studies and projections and prepares reports on various financial and program and affiliate entities' financial data.
- Provides tools for strategic planning and presents possible utilization of the various types of financial resources for Agency programs, projects, and services.
- Develops cash management and investment plans for all funds of the Agency and its affiliate entities; directs and monitors investment activities in accordance with the Agency's Investment Policy and in compliance with federal and state rules and regulations.
- Leads and manages with the oversight of the Executive Team various external and internal audit processes, with the oversight of the Executive Team ensures audits are conducted effectively and efficiently through interdepartmental cooperation and management coordination.
- Ensures all financial and budget operations, procedures, and internal controls are in compliance with Agency policies, Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB) and Governmental Accounting Standards Board (GASB) standards, and Department of Housing and Urban Development (HUD) guidelines.
- Manages the analytical review of all financial reports including Agency-wide monthly and annual variance, tax credit properties, housing program, HUD, and investment, budget, and cash reports, for accuracy, validity, reliability, alignment with program objectives, and in compliance with policies, standards, and regulations.
- Represents the Agency as assigned in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Conducts a variety of Agency-wide organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.

- Prepares, reviews, and presents monthly reports and memos on recommendations for Board of Commissioners or affiliate entity boards' actions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance programs and operations related to area of assignment.
- Ensures all record-keeping tasks are properly performed in accordance with HUD's regulations, as well as GAAP.
- Prepares and submits all HUD and REAC, financial statements and required financial information throughout the year and at the year-end, within stipulated deadlines.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Executive Director.
- Lead and manage the agency's financial management and services functions, including internal and external financial reporting, general accounting, investment and treasury management, automated financial management systems and operations, and payroll systems and services.
- Coordinate and arrange for the completion of the agency's external audits, including the preparation of the annual Comprehensive Annual Financial Report and A-133 single audits, the annual accountability audit by the Washington State Auditor's Office, annual tax credit partnership audits, and other financial and compliance audits conducted by HUD, Inspector General, GAO, and other federal auditors.
- Oversee performance and authorize activities of HPC's multi-million dollar investment portfolio; serve as technical advisor to the Executive Director in treasury and real estate investment matters, maintain awareness of the financial markets and regulatory environment affecting HPC programs and investment assets, facilitate effective working relationships with securities brokers and other investment and treasury officials, and analyze and make short-term and long-term investment decisions in accordance with HPC policies and procedures.
- Lead and manage the Agency's systems of internal and fiscal controls to ensure timely, accurate, and reliable processing and reporting of financial and management data, to safeguard the agency's assets and resources, and to assure full compliance with applicable laws, regulations, and policies.
- Direct the preparation of timely and accurate financial, programmatic, and regulatory compliance reports, including the maintenance and retention of agency-wide records and files in accordance with local and federal regulations.
- Monitor federal, State, and local legislative and regulatory developments for assigned business units to determine financial and programmatic impacts on the agency. Coordinate with the Directors, Managers, and external stakeholders to ensure that appropriate responses are undertaken.
- Prepares reports for the Board of Commissioners and assists in facilitating access to the authorized Board Finance Committees for Internal Control review.
- Trains, supervises, and evaluates the performance of assigned staff; oversee department staff reviews and approve hiring recommendations, and disciplinary action for personnel according to established policies and procedures. Facilitate the flow of information to area personnel, identify, and coordinate needed resources and training for staff to carry out job responsibilities. Direct the deployment of strategies and goals throughout the department and the Authority.
- Promptly completes incident reports within 24 hours of becoming aware of them in accordance with HPC policy.
- Document all work according to HPC process.
- Maintain reliable and punctual attendance to support daily operations.
- Perform related duties as assigned.
- **NOTE:** The primary job duties noted above are not exhaustive and other job duties may be added as necessary to serve Housing Pierce County and ensure successful business operations.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of:
 - Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
 - Agency-wide administrative practices and general principles of risk management related to the functions of the assigned area.
 - Organization and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
 - Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
 - Principles and practices of comprehensive financial program development, implementation, and management.
 - Accounting, auditing, financial analysis, and budget principles and procedures and their application to a variety of accounting transactions and problems.
 - Financial statements and elements (such as, but not limited to assets, liabilities, equity, income, and expenses).
 - Technical, legal, financial, and public relations problems associated with the management of financial services programs.
 - Applicable federal, state, and local laws and Agency resolutions, policies, and procedures relevant to assigned area of responsibility.
 - Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
 - Modern office practices, methods, computer equipment and applications related to the work.
 - English usage, spelling, vocabulary, grammar, and punctuation.
 - Techniques for effectively representing the Agency in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
 - Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.
- Skills and Ability to:
 - Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
 - Provide administrative and professional leadership and direction for the department and the Agency, demonstrating high ethics and integrity.
 - Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility.
 - Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
 - Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
 - Effectively administer a variety of financial programs and administrative activities.
 - Interpret, apply, and explain federal, state, and local laws and regulations, and policies, procedures, and practices of financial administration.
 - Conduct effective negotiations and effectively represent the Agency and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Ability to interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs. Employees may interact with confused, angry, or upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.
- Ability to effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Work effectively and positively with individuals of diverse racial, cultural, gender-identities, physical and mental abilities, limited-English, and socioeconomic backgrounds.
- Handle sensitive and confidential information in a confidential and professional manner.
- Understand and execute oral and written instructions and policies.
- Proficiency in Microsoft 365 for daily communication, document creation, and team collaboration.

REQUIREMENTS:

- **EDUCATION:** A Master's degree from an accredited college or university with major coursework in accounting, finance, or business administration, or a closely related field.
- **EXPERIENCE:** Ten (10) years of experience in a progressively responsible financial leadership role, accounting, financial reporting, including seven (7) years of supervisory experience. Experience working at a Public Housing Authority or agency that has managed state and federal funds is preferred.
- While these requirements are the traditional standards for developing the skills required for this classification, any combination of experience, training and education that demonstrate the ability to successfully perform the essential functions of the classification may be considered.
- **LICENSES AND OTHER REQUIREMENTS:**
 - Certified Public Accountant licensure is preferred.
 - Must be acceptable and qualify for bonding to the extent required by the Housing authority's bonding insurance carrier. A full background investigation, including a consumer credit report will be required.
 - Provide authorization for a criminal record background check once a conditional offer of employment has been made.

WORKING CONDITIONS:

- **ENVIRONMENT:** Work is performed in an office and housing site environment. The incumbent will use standard office equipment including personal computers, telephones, copiers, and related equipment.
- **WORK SCHEDULE:** Keep office hours sufficient to serve the public and manage staff; some weekends and holidays if the need arises.
- **PHYSICAL ABILITIES:**
 - Sitting, standing, or walking for extended periods of time.

- Dexterity of hands and fingers to operate a computer keyboard and calculator.
- Ability to read and comprehend various data both on paper and computer screen.
- Ability to effectively exchange information and make presentations.
- Ability to conduct site visits.
- Bending at the waist to retrieve materials.
- Ability to lift, carry, and transport material up to 25 pounds
- ADA reasonable accommodation requests will be granted full consideration.
- **HAZARDS:** Contact with dissatisfied, rude, or frustrated individuals
- **REASONABLE ACCOMMODATIONS:** HPC provides reasonable accommodations in accordance with the terms of applicable federal and state laws and in accordance with HPC's employment policies. Please contact the Human Resource Manager, Ney Calhoun at ncalhoun@pchawa.org or 253-339-1842 with any requests or questions regarding reasonable accommodations.

BENEFITS:

In addition to your base wage, HPC provides generous benefits which includes the following:

- Holidays – twelve (12) paid holidays immediately and three (3) additional floating holidays after completion of your introductory first year.
- Health insurance – 100% premium coverage for employee and entire family if Uniform Medical Plan (UMP) chosen; if another plan is chosen HPC still pays 100% of employee premium and the UMP premium equivalent for family and then employee pays the difference.
- Starting from the first day of employment personal time off includes vacation leave use and accrual at the rate of 3.07 hours per pay period increasing with longevity, as well as sick leave use and accrual at the rate of 4.0 hours per pay period.
- HPC provides, at its own expense for each full-time employee, group-term life insurance equal to the employee's annual base salary.
- Participation in Washington State Department of Retirement Systems (DRS).
- Should you elect to participate in the Washington State Deferred Compensation Program (DCP), after the completion of your introductory first year, HPC will match your contribution to a maximum of 6% of your annual base salary (not to include overtime or bonus payments).

Please note, HPC does not participate in Social Security, so no funds will be paid to that federal system by HPC or yourself.

EQUAL OPPORTUNITY:

Housing Pierce County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected classes in local, state, or federal employment laws.

APPLICATION REQUIREMENTS AND PROCESS:

- Submit both a one-page cover letter and resume.
 - Cover letter needs to address how your experience and education and/or training qualifies you to perform the essential functions listed in the job description.
 - Resume should detail all education and experience that qualifies you for this position.
- **SUBMIT:** Email cover letter and resume as attachments to HumanResources@pchawa.org with SUBJECT Line of "Finance Director- Your Last Name, Your First Name"
 - OR mail to:
Human Resources

11515 Canyon Rd E,
Puyallup, Washington 98373

- Questions may be addressed to:
Ney Calhoun, Human Resources Manager
humanresources@pchawa.org
253-339-1842
- DUE DATE: Open until filled.