

**location**  
147 s. main avenue  
warrenton or 97146

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www.nwoha.org

## Finance Manager

Starting Salary: **\$6,432 - \$7,232** per month plus benefits, DOE  
Job posting open until filled

### Position Status: Non-exempt

Under the general supervision of the Executive Director, performs a variety of professional financial duties; complying, preparing and maintaining financial records, ensuring that all records are in accordance with the Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board, Section 34, (GASB34) and consistent with the established policies and procedures of the agency.

This individual has direct supervisory responsibility for two full-time and employee assigned to the Finance Department.

### Description of Duties and Responsibilities:

The following represent the major essential and secondary duties of the position; however, they are not intended to be all-inclusive. The Housing Authority reserves the right to change, reassign, or combine job duties at any time.

### Essential Job Functions:

1. Supervise and analyze all financial records for the Housing Authority including cash receipts, expenses, journal entries, and general ledgers. Develops and maintains all general ledgers using computerized accounting system. Prepares trial balance, final financial statements for audit review, and generates financial statements for all funded programs. Review all journal vouchers, distribution schedules and all other supporting documentation in accordance with established requirements and review criteria.
2. Provide supervisory assistance and direction to all reporting personnel. Duties involve all supervisory responsibilities including staff selection, training, monitoring workflow, problem resolution, performance appraisals, policy development and implementation, etc. Examines work to insure consistency and compliance with regulations and audit requirements.
3. Develops or assists in the development of overall budget projections and revisions. Prepares annual budget projections for the Section 8 program and other housing projects according to established regulations. Coordinates data and information from other management staff to insure accurate budget projections. Computes annual cash flow report to substantiate funding requests, requisitions funds from appropriate funding sources. Monitors and analyzes all budget funds, cash flow requirements and expenditures, and provides necessary information to the Executive Director on a regular basis. Prepares periodic reports as necessary to ensure compliance with funding source requirements.
4. Coordinates financial information for the annual independent audit and prepares Working Trial Balances & supporting documentation.

5. Interfaces with other management staff as part of the management team to determine and monitor agency goals, coordinate projects and activities and discuss agency performance. Serves on internal and external committee as required and assigned.
6. Responsible for inventory control procedures, and fixed asset records. Records depreciation, acquisitions and dispositions. Responsible for annual physical inventory of Housing Authority assets.
7. Approve monthly reports for the Executive Director, and the NOHA Board, providing a financial overview of the Authority.
8. Prepare quarterly payroll reports for State, Federal taxes, Workman's Comp, etc.
9. Assists Executive Director in the development of staff procedures and policies relating to computer systems. Ensures all files are backed up and/or transferred to other media in accordance with established procedure, insures prompt and safe storage of backup materials and restores files from tapes as required.
10. Coordinate with the Property Manager and Maintenance any of the financial impacts of the projects owned by the Authority.
11. Keep the Executive Director advised of any potential financial problems that may be forecast and would have a direct impact on the Authority.
12. Oversee the Housing Choice Voucher Tracking system, keep current with all the related changes submitted by HUD and/or interested parties.
13. Drive NOHA supplied vehicles to attend trainings, conferences, or other off-site events that may be required.

**Secondary Job Functions:**

1. Interfaces with financial institutions to maximize interest earning potential on investment funds. Assists Executive Director to determine investment policy. Maintains collateralization requirements to comply with HUD regulations. Maintains depository agreements with banks servicing NOHA accounts.
2. Assists Executive Director with Housing Authority's procurement program. The work includes responding to requests and recommending purchase of office equipment and supplies, establishing and maintaining procurement policy, securing bids and obtaining maintenance agreements.
3. Assists with human resources programs. Ensures compliance with federal and state regulations for employment law issues, compensation/benefits.
4. Assists with risk management programs. Work includes evaluations insurance coverage on all properties, interfacing with appropriate vendors to ensure competitive prices and adequate insurance coverage and coordinating claims procedures.
5. Assists with records retention policy. Ensures Housing Authority is in compliance with all governmental regulations.

**Qualifications - Education and Experience:**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation.

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

1. Possession of a bachelor's degree in accounting or business administration from an accredited college; and
2. a minimum of four (4) years professional accounting experience in managing programs using computerized systems. Must have experience with budget development and execution, accounting and reporting concepts, and internal management processes. Experience with governmental accounting, HUD or procedures associated with housing financial management programs is desirable.
3. One (1) year experience in managerial position including the ability to communicate, train, counsel and discipline employees effectively, to conduct effective performance appraisals and to create a harmonious working environment. Experience in human resources is desirable.
4. Requires the ability to operate and oversee the operation of a computerized accounting system, requires previous experience with spreadsheets (i.e.: pivot tables and formulas) and to accurately access and use word processing software (Microsoft software preferred).
5. Requires strong written and verbal communication and interpersonal skills for direction communication with supervisors and employees, either individually or in groups.
6. Requires previous office experience working with the public in which the following skills were attained: effective telephone skills, ability to deal tactfully with a variety of people under constantly changing circumstances using tact and diplomacy, ability to prioritize and delegate tasks and work under minimal direction, ability to understand and follow complex verbal and/or written instructions, and familiarity with filing systems and standard business machines.
7. A working knowledge of government accounting is very helpful.



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**Requirements:**

Must possess a valid Oregon Driver's License. (Exceptions for other state driving license will be made on a case by case basis). Have a good driving record to assure lowest cost to the Housing Authority for insurance. Willingness to use own transportation in the course of performing duties when necessary.

Understands the need for and maintains confidentiality of all Housing Authority records.

Physical and mental ability required to perform necessary job functions.

The employer will require substance abuse testing prior to employment and random testing after employment.

Printout from the Department of Motor Vehicles on driving history for the last 5 years will be required.