

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Controller
Reports to: Finance Director
Department: Finance
Date: June 2023
FLSA Status: Exempt

Salary Range: \$ 70,500 - \$113,000

Apply for Controller using the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=306a45fc-3c35-4dad-b801-9a3d44340507&cclId=19000101_000001&lang=en_US&jobId=9200692805644_1&&source=EN

General Purpose:

Oversees the maintenance and integrity of the general ledger by supervising monthly and year-end closings and by conducting internal audits to verify the accuracy of journal entries and postings made to the general ledger. Assists in coordinating the Agency's annual financial audit and transmits data to HUD. Assists the Finance Director in the preparation, monitoring and oversight of the annual operating budgets and financial statements. This position supervises fixed asset accounting. All activities must support AMHA's mission, strategic goals and objectives.

Essential Duties and Responsibilities:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

Supervises the activities and ensures accuracy of fixed asset accounting staff; develops and/or maintains policies and procedures to ensure that Agency and departmental objectives are met through the coordinated efforts of subordinate personnel; ensures that work is prioritized and appropriately assigned; sets clear expectations and goals, provides timely feedback, and completes coaching sessions on a timely basis; provides appropriate training to staff members, and assures that staff has appropriate tools and resources to achieve their objectives; ensures that positions are filled with individuals who meet the skills, abilities, experience levels and competencies required by the position; ensures that staff work activities and management actions are in compliance with applicable union contracts; ensures that subordinate employees are trained in and follow appropriate

safe work practices at all times; manages communication channels between staff and other departments within the Agency.

Performs statistical, cost and financial analysis of financial data; prepares and reviews financial reports; interprets financial transactions and events for the Director of Finance and other management staff to improve the Agency's operations and effectiveness and to ensure compliance with applicable regulations, policies and procedures.

Reviews and approves all invoices and journal entries for accuracy and correct account codes. Creates new fund and account codes as required.

Oversees the accurate preparation and timely completion of the monthly general ledger closing; verifies that all financial modules and entries are posted and accurate; and closes the fiscal periods.

Updates and reconciles the Agency's general ledger, balance sheet and income statement information using technology and software systems; performs month-end balancing process in a timely manner, monitors system balancing and investigates and corrects problems in interfaces.

Assists in developing and preparing accurate operating and site budgets for the Agency, ensuring that all budgets meet Agency goals and objectives; ensures that site budgets are prepared in compliance with project-based accounting principles established by the U.S. Department of Housing and Urban Development (HUD).

Works with Payroll staff to ensure accuracy of payroll system data related to pay and benefits before interfacing with the general ledger.

Manages the annual physical inventory for all sites for materials, tools and fixed assets; establishes the process for year-end financial reporting.

Point of contact for the agency's enterprise accounting software module, ensuring upgrades are tested before installing. Reviews the monthly bank account analysis for accuracy of fees and post expenses into the general ledger. Produces monthly budget and financial reports for AMHA management and the Board and analyzes variances.

Oversees lease accounting.

Assists in coordinating annual audits for the Agency; works with Agency departments to provide independent auditors with financial information and documentation; and develops timely and appropriate audit responses.

Miscellaneous

Devotes appropriate attention to AMHA Strategic Plan objectives as assigned, ensuring that such goals are met or exceeded.

Researches program funding options.

Assists in HUD and other external grant reporting.

Trains and gives instruction to all property managers/maintenance supervisors on financial statements and project-based accounting and budgeting.

Maintains a record of acceptable attendance and punctuality.

Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Behavioral Competencies: This position requires incumbents to exhibit the following behavioral skills:

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates; manages performance by providing regular feedback and reinforcement to subordinates.

Job Competencies:

Extensive knowledge of financial management, debt management, budgeting, investment and accounting functions; extensive knowledge of HUD Public Housing and Housing Choice Voucher programs; knowledge of related federal, state and Agency regulations, policies and procedures; knowledge of procurement policies, information systems and grants management; understanding of AMHA's strategic goals and structure; advanced mathematical ability; advanced reasoning skills and problem solving abilities; attention to detail.

Education, Experience and Certifications:

Bachelor's degree in Accounting or Finance is required, and a Master's degree in Accounting, Finance or Business Administration and/or a CPA license is preferred. An equivalent combination of education and experience will be considered. A minimum of seven (7) years of experience in governmental accounting, including a minimum of four (4) years supervising staff is strongly preferred. Prior public housing authority finance/accounting experience relating to multiple HUD programs and grants, including but not limited to Low-Income Public Housing, Housing Choice

Voucher, Section 8 New Construction and Substantial Rehabilitation, Section 8 Moderate Rehabilitation, and mixed-finance/tax credit development projects, etc., is strongly preferred.

Computer Skills:

To perform this job successfully, an individual should be highly skilled in the usage of accounting, reporting, e-mail, internet, database, spreadsheet and word processing software. Employee must be able to use common office equipment such as copiers, fax machines and scanners. Must be able to learn other computer software programs as required by assigned tasks.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

While performing the duties of this job, the employee is frequently required to maintain a stationary position, operate computers and other office equipment, move about the office, attend onsite and offsite meetings, and communicate. The employee must be able to accurately exchange information in person, in writing and via e-mail and telephone. The employee must occasionally transport up to 20 pounds.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Office environment. Moderate noise level.

AMHA offers a culture committed to diversity, equity and inclusion; comprehensive compensation and benefits program including, but not limited to: Competitive salary; Participation in the Ohio Public Employees Retirement System; Excellent medical, free dental and vision plans with minimal out of pocket cost; Basic Life insurance; Fourteen paid holidays; Paid vacation, personal and sick plans, flexible schedules; and potential for limited teleworking in an effort to promote a healthy work/life balance.