



Position Description

Position Title:	Vice President of Finance	Classification Title:	Vice President
Reports to:	Chief Financial Officer	Department:	Finance
FLSA & Union Status:	Salaried; Exempt Non-Union	Employment Status:	Full-Time

Summary

The primary purpose of this position is to oversee general accounting, financial management, financial reporting, budgetary control and treasury functions of the Lucas Metropolitan Housing, and to ensure compliance with the Agency's fiscal policies. The incumbent is responsible for managing day-to-day operations of the Finance Department and accounting operations of the Agency, including the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the Agency's reported financial results, and ensure that reported results comply with Generally Accepted Accounting Principles (GAAP).

All activities must support Lucas Metropolitan Housing ("LMH") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Manages the work of staff including assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, training, acting on employee problems, and recommending and implementing discipline.
- Manages the day-to-day accounting processes, including the timely and accurate processing of accounts payables, accounts receivables, and payroll.
- Maintains a system of accounts, records, and reports, including cash flow requirements and analyses that reflect the financial status of properties that the Agency owns, operates, and manages; recommends changes to LMH financial policies and procedures as needed.
- Establishes and maintains internal controls to appropriately safeguard the Agency's funds.
- Oversees and monitors the preparation of a wide variety of financial statements and reports, including general ledgers, year-end financial statements, and analysis of operations; conducts studies and projections and prepares reports for various financial data.
- Manages the implementation of the department's goals, objectives, policies, and priorities; assigns staff as required to optimize the efficiency and effectiveness of overall department performance.
- Leads and coordinates compliance and financial reviews and audits; serves as primary contact with auditors by providing required information, coordinating documentation needed from other staff, reviewing draft and final audited financial statements and reports, and transmitting reports to all authoritative agencies.
- Coordinates and prepares required financial and program information for other departments.

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- Supervises the preparation and submission of the annual operating budget and other necessary reports, records, and information to the Chief Financial Officer.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to accounting programs, policies, and procedures as appropriate; provides comprehensive report for the overall management consideration.
- Ensures adherence to HUD policies, procedures, regulations and guidelines; ensures compliance with various applicable finance federal and state rules regulations.
- Meets all job safety requirements and all applicable OSHA/PERRP safety standards that pertain to essential functions and maintains licenses and certifications as required.
- Performs other duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

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 Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Agency; uses appropriate judgment & decision making in accordance with level of responsibility.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

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; and recognizes working colleagues as customers

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Reliability: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely. Ensures a positive record of attendance.

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

Education and/or Experience

Bachelor's Degree in business administration, accounting, finance, or related field and a minimum of five (5) years of experience in governmental financial management required. Minimum of two (2) years in a supervisory capacity. Master's degree in related field preferred. CPA preferred.



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An equivalent combination of education and experience may be considered. Must possess a valid Ohio or Michigan driver's license and be insurable under the Agency's plan.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

Physical Demands

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is usually moderate.

This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]

Approval of Appointing Agency

Date

Adopted: 02/23/2016
(Formerly Director of Accounting)

Revised: 04-01-2024