

# Brookline Housing Authority

## Position Description

<b>Position Title:</b>	Finance Manager	<b>Department:</b>	Finance
<b>Reports to:</b>	Director of Finance	<b>Approved By:</b>	
<b>FLSA Status:</b>	Non-Exempt	<b>Approved Date:</b>	

### Summary

The primary purpose of this position is to support the Director of Finance by managing the accounting and financial activities of the BHA, including the maintenance of all books and records in accordance with HUD accounting and auditing regulations and DCHD Agreed Upon Procedures (AUP). The incumbent supervises department staff; helps manage the budget process; reviews and approves general ledger activities, including close outs and related reports; ensures compliance with applicable rules and regulations; and other duties as assigned.

All activities must support the Brookline Housing Authority (“BHA” or “Authority”) 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.*

- Participates in the preparation and creation of the annual budget and expenditure projection reports by working closely with senior staff.
- Assists in the development of BHA financial policies and procedures implementing federal, state, and local directives and statutes; remains abreast of new and revised state and federal rules, regulations and guidelines and recommends actions for improvement or correction of operating deficiencies.
- Oversees staff in completing day-to-day accounting processes, including the timely and accurate processing of accounts payables (including development accounts payable), accounts receivables, and payroll.
- Oversees year-end processes, ensuring accurate general ledger close out; rolls balance sheet accounts forward; prepares year-end financial statements, and prepares and submits the Financial Data Schedule to HUD and DHCD in a timely manner.
- Oversees payroll, accrued leave, and workers’ compensation data; reports monthly payroll data to the Massachusetts DOL – Bureau of Labor Statistics; sends MIIA yearly report for workers’ compensation.
- Oversees and reviews all financial audits, reports, and investigations; ensures appropriate corrective action with relevant senior staff, contractors and auditors.
- Assists with the preparation, review, analysis, and transmittal of PHAS information throughout the year and at the end of the fiscal year.
- Oversees the preparation of annual tax forms (i.e. W-2 and 1099); ensures yearly delivery to employees and vendors.
- Oversees preparation of bank deposits and delivery of funds to financial institution(s); oversees bank statement reconciliation.
- Serves as a liaison between the Authority and banking institutions, oversight agencies; business partners, and vendors.
- Researches accounting issues and recommends course of action for complex accounting transactions as needed.
- Assists in resolving customer and employee issues and concerns.

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- Maintains inventory of office supplies; may approve requests; and coordinates and completes purchase of needed materials and small equipment in partnership with the Operations Manager.
- 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.

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 Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that our customers have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Teamwork: Actively participates and collaborates across boundaries, and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

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

### Education and/or Experience

Bachelor's Degree in business administration, accounting, finance, economics, or related field and a minimum of four (4) years of progressively responsible accounting experience, including two (2) years of experience in a supervisory capacity. An equivalent combination of education and experience may be considered. Possession of a valid driver's license and insurability under the Authority's plan preferred.

### Technical Skills

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

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### 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.

## Read and Acknowledged

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Name [printed]**