

# **COLUMBIANA METROPOLITAN HOUSING AUTHORITY**

*An Equal Opportunity Employer*

**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Office Division:** Administrative Office

## **POSITION DESCRIPTION FOR FINANCE MANAGER**

### **JOB RESPONSIBILITIES:**

Performs a variety of general accounting duties for the Columbiana Metropolitan Housing Authority, including but not limited to company financial audits, accounts payable/receivable, and required financial reporting.

### **QUALIFICATIONS:**

Bachelor's degree required in accounting, business administration, mathematics, general studies or other related field of study. Masters degree preferred.

### **ESSENTIAL JOB DUTIES:**

1. Collect data and maintains financial records including bank reconciliations, balance sheets, accounts payable/receivable, voucher management and grant financial reporting
2. Calculates and enters financial data into electronic tracking system
3. Maintains record keeping of paid and unpaid invoices in record management system
4. Completes required HUD and State financial reports by established deadlines
5. Completes annual tax reports, including 1099s
6. Compiles accounting data and prepares monthly, quarterly and annual reports
7. Collaborates with agency reporting partner to complete annual subsidy utility reimbursement reports
8. Provides administrative support during budget preparations
9. Collaborates with leadership team to develop policies and procedures
10. Develops and maintains working relationships with agency partners and other fiscal management support teams

11. Performs other related duties as assigned

**SKILLS REQUIRED:**

- Proficient in Microsoft Suite
- Ability to complete train and maintain knowledge of accounting software systems
- Strong written and verbal communication skills
- Strong knowledge of HUD regulations and CMHA financial policies
- Ability to work in a team concept environment
- Ability to work in a fast-paced environment

**Reports to:** Deputy Director

**Collaborates with:** Leadership Team, Fiscal Partners, Admission Office and outside agencies and partners

*Interested applicants should email resumes to [melissa@colmha.org](mailto:melissa@colmha.org) by Friday, April 3<sup>rd</sup>. No phone calls, no walk ins.*