



JOB DESCRIPTION

Position:	HCV Finance Manager
Supervisor:	Assistant Program Director or Program Director
Status:	Exempt
Overall Responsibility:	<p>The HCV Finance Manager is responsible for all financial functions of the HCV program, as authorized or limited by the Client. The HCV Finance Manager is responsible for monitoring accounts payable and accounts receivable, the associated VMS reporting, and maintain transparent and accurate accounting for the HCV program. Ensures the issuance of timely and accurate payments, Direct Deposit requests, and Repayment Agreements. Performance of the duties requires a thorough knowledge of GAAP, VMS, HUD's TYT, budget and financial analysis, knowledge of computer systems, and sound organizational, and customer relationship skills.</p> <p>The Finance Manager will be responsible for reviewing and analyzing Housing Assistance Payments (HAP) and maintaining controls over processes that establish proper ownership of an assisted property. The Finance Manager will proactively seek to resolve potential errors and duplicate payments. These findings will be communicated to the Operations Department to increase the accuracy of reporting and HAP disbursements. The Finance Manager is responsible for preparing data analysis, documenting processes and procedures as well as developing reports, trainings, and presentations.</p>

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.

- Review and monitor the check run processing of all HAP/UAP payments and adjustments related to the HCV program.
- Understand IRS and local rules to establish Ownership of a property.
- Make informed administrative decisions on the release or hold of payments associated to completed or pending ownership changes.
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- Identify administrative errors in transaction processing that affect HAP/UAP and provide insight for resolution
 - Monitor and enforce financial controls within the program.
 - Establish and monitor annual operating budgets for the program and its administrative expenses.
 - Update and monitor HUD's Two-Year Tool (TYT) to ensure maximum expenditures while preventing shortfall. Monitor Accounts Receivable collection activities with goal of reducing future accounts receivables.
 - Establish professional working relationships with the Client, Families, Owners, other PHAs, and Advocacy Groups and act as an escalation point for Programmatic Issues that may be raised by them.
 - Review Payment Standards annually and make well analyzed recommendations to the Program Director.
 - Review Utility Allowances annually and make well analyzed recommendations to the Program Director.
 - Review manual adjustment requests for accuracy and approval
 - Responsible for the aggressive recovery of landlord/tenant overpayments and follow up to ensure the necessary adjustments are processed in a timely manner
 - Develop a positive working relationship with the Operations Teams to assist in the resolution of issues with ledger reporting and account interpretation
 - Develop and maintain a variety of reports using information gathered from multiple sources.
 - Analyze data and recommend solutions to management for process improvement.
 - Prepares reports for audits, financial statements, registers, surveys and various account analyses
 - Document and update program policies, procedures and workflows as needed
 - Develops and facilitates financial management training
 - Coordinate financial and compliance audits for PHCD and independent auditors
 - Ensure staff meet and/or exceed NMA performance standards
 - Ensures completion of performance plans, evaluations and disciplinary actions
 - Monitor and approve staff time sheets
 - Conduct all job functions in alignment with the PHA's Administrative Plan, IRS rules, HUD regulations and other state and local requirements.
 - Obtain certification in HCV Financial Management Certification within 120 days
 - Ensure regular attendance and punctuality
 - Perform other duties as assigned

Responsibility for Relationships

Internal: Provide excellent customer service to staff, management and corporate personnel. Maintain strict confidence, gaining and holding a high level of employee and management trust in handling numerous sensitive matters across NMA and related organizations.

External: Provide excellent customer service to applicants, former employees, and vendors.

Supervisory Authority

The Manager exercises leadership the assigned team(s) which is based on the Program Size and assigned functions.

Supervision Provided

Operates under the direct general supervision of assigned Assistant Program Director or Program Director.

Knowledge and Skills Required

Ability to interpret and implement regulations pertaining to the program. Must be able to communicate effectively both orally and in writing; must possess strong computer and organizational skills required to prioritize multiple tasks, projects and demands.

Experience in performing government or non-profit financial analysis and accounting is preferred. Experience in personnel management and supervision (including assigning work, training staff, preparing and reviewing team or individual performance appraisals, correcting performance deficiencies and implementing corrective actions) is a plus.

Education and Experience Required

Education equivalent to a four-year degree from an accredited institution in Finance, Public Administration, Social Science or a closely related field (Master's Degree preferred); or a minimum of five years of progressively responsible work experience, with a minimum of two years of supervisory experience, for a public agency, or equivalent work experience in the social service or community service field.

BEHAVIORAL COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- Leadership: Provide lead direction on special projects or processes by clearly and effectively setting course of action; and manage efficiency of processes, materials or programs by providing regular feedback and reinforcement to appropriate staff as required.
- Performance Excellence: Set high standards of performance; pursue aggressive goals and work hard/smart to achieve them; strive for results and success; convey a sense of urgency and bring issues to closure; and persist despite obstacles and opposition.
- Customer Service: Meet/exceed the expectations and requirements of internal and external customers; identify, understand, monitor and measure the needs of both internal and external customers; talk and act with customers in mind; and recognize working colleagues as customers.
- Effective Communication: Ensure important information is passed to those who need to know; convey necessary information clearly and effectively orally or in writing; demonstrate attention to, and convey understanding of, the comments and questions of others; and listen effectively.
- Quality: Demonstrate accuracy and thoroughness; look for ways to improve and promote quality; apply feedback to improve performance; monitor own work to ensure quality.
- Responsiveness and Accountability: Demonstrate a high level of conscientiousness; hold oneself personally responsible for one's own work; and do the required fair share of work.
- Integrity: Must abide by strict ethical standards, integrity, objectivity and confidentiality when dealing with client, employee or financial information, and budget analysis and must avoid any personal conflicts of interest.

Approved by: _____

Date: _____

I have read the above job description and understand and accept the tasks as outlined herein.

Employee: _____

Date: _____

