



FORT WAYNE housing authority

Position Description

Position Title:	Vice President of Finance Operations	Department:	Business / Finance
Reports to:	Executive Director	Approved By:	
FLSA Status:	Exempt	Approved Date:	

Summary

The primary purpose of the Vice President of Finance Operations (VPFO) position is to serve as the principal business adviser to the Chief Executive Officer on all aspects of the business / finance policies, functions, and initiatives of the Fort Wayne Housing Authority ("FWHA" or "Authority") and its nonprofit Housing Opportunities Program. The VPFO will also provide oversight and direction on all financial activities of the Authority, including, but not limited to, accounting, budgeting, record-keeping, and auditing functions in accordance with HUD and other federal / state regulations. This position is a member of the executive management team and reports directly to the Chief Executive Officer.

All activities must contribute to, and support, the Fort Wayne Housing Authority vision, mission, strategic goals and objectives, and values.

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

- Cultivates an organizational business culture that promotes business best practices and that instills policies, practices, and procedures that will enhance cost-efficiency and cost-effectiveness.
  - Formulates sound business recommendations and decisions that will enhance business operations and the agency's financial health.
- Forecasts and analyzes affordable housing industry business trends and recommends new business initiatives that would work well for FWHA.
- Provides for agency business representation and liaison in conducting financial dealings with investors, financial institutions, governmental agencies, and foundations.
- Assists in developing the plans for feasibility, financing, and proformas for the Authority's development initiatives through HUD, LIHTC, FHLB, bond financing and other lenders / funders. ● Engages in the investment or disinvestment decisions on all aspects of the agency's operations including, but not limited to the current housing portfolio.
- Manages the work of the finance / budgeting staff including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing discipline.



## FORT WAYNE housing authority

### Position Description

- Maintains a system of accounts, records, and reports, including cash flow requirements and analyses that reflect the financial status of properties that the Authority owns, operates, and manages; recommends changes to FWHA financial policies and procedures as needed. ■ Establishes and maintains internal controls to appropriately safeguard the Authority's funds.
- Provides general oversight of the day-to-day accounting processes for the Authority, including the timely and accurate processing of accounts payables, accounts receivables, and payroll.
- Directs FWHA on compliance with state and federal procurement policies; monitors all contracts and small purchases for compliance; approves all purchases exceeding threshold amount; designs, implements, manages, and monitors procurement reporting systems to meet Authority and HUD requirements.
- Supervises the preparation and submission of the annual operating budget and other necessary reports, records, and information to the Executive Director. ■ Assists with the development of Authority policies and procedures implementing federal, state, and local directives and statutes and other Authority programs.
- 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.
- Ensures HUD Performance Standards and reporting requirements are maintained or improved to high performance levels.
- Assists with the preparation, review, analysis, and transmittal of PHAS information throughout the year and at the end of the fiscal year.
- Coordinates and prepares required financial and program information for other departments. ■ Supervises the closing of the Authority's general ledgers, year-end financial statements, and analysis of operations.
- Super-vises the preparation and submission of the annual operating budget and other necessary reports, records, and information to the Executive Director.
- Promote FWHA brand awareness by adhering to FWHA brand standards and ensure that any communication regarding the public value of affordable housing programs offered by FWHA also addresses the many other public values served (fair housing, economic development, welfare-to work, etc.)
- Performs other duties as assigned.

### Behavioral Competencies

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



## FORT WAYNE housing authority

### Position Description

**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.

**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.

**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; and persists despite obstacles and opposition

**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; and listens effectively

**Professional Behavior:** Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

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

**Reliability & Judgment.** 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.

**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

### Education and/or Experience

Bachelor's Degree in accounting, finance, business administration, or related field and a minimum of 7 years' experience in governmental financial management with a minimum of 3 years in a or managerial or director capacity. A CPA certification is desired but not required. An equivalent combination of education and experience may be considered. Must possess a valid Indiana driver's license and be insurable under the Authority's plan-

### Technical Skills

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

## FORT WAYNE housing authority

### Position Description

#### 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.