

HOUSTON HOUSING AUTHORITY POSITION DESCRIPTION

Position Title: Controller
Department: Finance
Supervisor: Vice President, Fiscal & Business Operations

Exempt Non Exempt New Position Revision (see below)

Change of Life Preview Revision Date: _____ Other (Please specify) _____
 Revised qualifications Revised duties
 Expanded qualifications Expanded duties

Effective Date: 04/11/2024

Approved: Michael Rogers
Vice President, Fiscal & Business Operations

Approved: Khadija K. Darr
Director Human Resources or Designee

GENERAL SUMMARY

The primary purpose of this position is to plan, organize, manage, and oversee major functions of the Accounting Department of the Houston Housing Authority (“HHA” or “Agency”), including accounting, financial management, reporting, budgeting, and audit functions. The position is also responsible for assisting with managing the capital fund program as needed and conducting portfolio financial analysis. Responsible for assisting the Vice President, Fiscal & Business Operations, with managing the Finance department by providing information, primarily financial in nature, about all Houston Housing Authority activities that will assist management and other users in making educated and economic decisions about Houston Housing Authority's future. The Controller must maintain the books and records of Houston Housing Authority in accordance with recognized accounting and auditing principles as required by the Department of Housing and Urban Development (HUD). Ensure that the books and records meet the legal requirements set forth by the federal and State Laws, as well as contractual agreements with property owners whose Properties are managed by Houston Housing Authority. The Controller performs managerial, supervisory, and accounting work of considerable difficulty involving the planning, organizing, and directing of financial investments, accounting, purchasing, budgeting, statistical, and property record activities. Reports to Vice President, Fiscal & Business Operations.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Prepares internal and external financial statements and reviews for deviations from expected results. Explains such results to resolve any concerns.
- Prepares and submits various schedules, special reports, financial analyses, and statistical information for presentation to the VP of Fiscal & Business Operations, the CEO/President and the Board of Commissioners as may be necessary to assure regulatory compliance and/or assists in organizational decision making.
- Prepares, maintains, or reviews accounting books, records, ledgers, and vouchers in a timely and accurate manner to ensure compliance with regulatory requirements and GAAP.
- Monitors, interprets and implements GASB pronouncements and other accounting standards.
- Interprets financial transactions and events to ensure that they are recorded in the general ledger appropriately.
- Monitors daily cash activities, intercompany transfers, investments, and cash flow tendencies.
- Manages financial reserves, escrow reserves, and repair and replacement reserves.
- Supervises analysis of financial statements for variances and makes recommendations regarding expense/income accounts.
- Assists with providing budget to actual variance explanations.
- Prepares and reviews the quarterly financial information for the Board of Commissioners and executive leadership team.
- Carries out and/or assists with monthly and year-end close processes.
- Prepares and reviews white papers and provides subsequent training on GASB pronouncements.
- Coordinates the annual audit and regulatory audits.
- Prepares the annual audit report.
- Prepares and assists external auditors in the preparation of requirements for the annual

audit.

- Provides year-end financial audit support, including preparing the statement of cash flows and various supporting schedules to the financial statements, documenting processes and procedures, and responding to audit queries.
- Submits reports to IRS, partners, bondholders, etc.
- Oversees annual inventory, reconciliations, and daily cash management activities.
- Applies a working knowledge of applicable laws and regulations; verifies documents for completeness and compliance with government and private agencies.
- Ensures compliance with covenants, loan agreements, HUD, and other regulatory and contractual requirements.

- Advise the Vice President, Fiscal & Business Operations on the most effective utilization of resources.
- Assist the Vice President, Fiscal & Business Operations in establishing and maintaining internal controls to appropriately safeguard the financial interests of Houston Housing Authority.
- Assist in the overall management of the department.
- Assist in developing departmental policies and procedures.
- Keep abreast of regulatory changes relating to the accounting or financial operations of Houston Housing Authority.
- Develop, maintain, and monitor the budget system to control expenditures
- Establish and maintain a system of accounts, records, and reports that reflect the financial status of Houston Housing Authority-owned, operated, and managed properties.
- Supervise, submit, and maintain the reports, records, and information relative to the administration of funds, investments, property inventories, etc.

- Review and monitor expenditures of funds by all Houston Housing Authority departments.
- Prepare and present Annual Contributions, Operating Budgets, reports, records, and information to supervisor.
- Assist investments of Houston Housing Authority funds.
- Conduct statistical analysis of information affecting investments.
- Analyze past and present financial operations.
- Estimate future revenues and expenditures in preparation for budgeting.
- May perform research and make analyses regarding adverse financial trends and recommend remedial measures.
- Review the preparation and submission of monthly income and expense reports pertaining to Houston Housing Authority programs.
- Review and analyze accounts receivable to ensure integrity of accounts and initiate any follow-up action for collection.
- Monitor and make recommendations regarding tax credit-related issues.
- Work with insurance companies, lenders, investors, and other departments to price necessary insurance.
- Coordinate with independent auditors for issues related to audit fieldwork and audit schedules.
- Participate and monitor in private management-related issues.
- Participate in a wide variety of unique projects and compile a variety of special reports.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Houston Housing Authority and HUD operating policies, procedures, regulations, laws, and guidelines.
- Extensive knowledge of general ledger accounting and GAAP compliance
- Knowledge of data processing principles and practices; public housing management,

and HUD accounting handbooks and guidelines. All records are audited annually by an Independent Public Accountant.

- Knowledge and basic understanding of computer systems, applications, hardware, software and their capabilities to enhance and streamline the operations of the Houston Housing Authority.
- Skilled with general ledger, accounts payable, accounts receivables, payroll, income tax, real estate, and banking working knowledge.
- Skilled in Contractual management a plus.
- Skilled in navigating the Houston Housing Authority housing software, YARDI preferred.
- Advanced Excel proficiency (V lookups, Formulas/Functions, Pivot Tables etc.) a must
- Ability to establish and maintain effective working relationships with subordinates, co-workers, and persons outside Houston Housing Authority.
- Assure corporate income tax compliance to ensure the accurate and timely completion of all corporate income tax returns, taking full advantage of all favorable tax codes

COMPLEXITY / SCOPE OF WORK

- The employee performs a variety of unrelated tasks.
- The employee must routinely identify the work that needs to be done and determine how to accomplish it within existing guidelines. The employee must also routinely coordinate, integrate, and prioritize a variety of tasks.
- Intermittently, the employee must make decisions regarding unusual circumstances or conflicting data.
- The employee may research and analyze some situations to develop solutions, but most problems or issues are relatively straightforward.
- Decisions made by the employee may affect Houston Housing Authority, a whole department, or departments independently.
- Budgets, finances, accounts, investments, and financial reports are among the most

critical elements of Houston Housing Authority's operations, affecting virtually all programs and activities. If managed improperly, the employee's work could cause HUD to possibly take direct control of funds and initiate legal actions.

- Houston Housing Authority's financial condition can determine, to a large extent, the quality and quantity of services Houston Housing Authority is able to provide for lower income families.
- The employee's work affects the Houston Housing Authority's housing programs and residents. Successful accomplishment of management, financial, and information technology tasks by the employee can enhance the Houston Housing Authority's ability to provide decent, safe, and sanitary housing and adequate services for its residents.

GUIDELINES

- The employee receives both oral and written instructions from Vice President, Fiscal & Business Operations.
- Depending on the situation, problems or issues encountered by the employee that are not covered by instructions may be dealt with by consulting the supervisor, using existing guidelines, or acting independently.
- Routine work is reviewed for conformity to policy and attainment of objectives.
- Special assignments are reviewed for accuracy, completeness, and compliance with instructions.
- Work performed by the employee is reviewed infrequently or only when problems arise.
- The employee initiates both routine and non-routine activities. Normally, the employee is free to develop methods, deadlines, priorities, and objectives. The employee carries out routine work activities independently and receives instructions from the supervisor only when special assignments are given.
- The employee makes broad assignments of goals, priorities, and deadlines.
- The employee monitors the work of subordinates to determine accuracy, completeness, and achievement of objectives.
- The employee may perform routine supervisory functions, including performance evaluation, applicant interviewing and selection, and administration of disciplinary action.

PERSONAL CONTACTS

- Most of the employee's contacts are with Houston Housing Authority employees, HUD officials, business firms, attorneys, and contractors.

MINIMUM QUALIFICATIONS

- Graduation from an accredited four (4) year college or university of recognized standing with a Bachelors degree in Accounting. An equivalent combination of education, training and experience, which provides the required knowledge and abilities, may be considered sufficient.
- Seven (7) years experience in accounting work, five (3-5) years in a Public Housing Authority or public agency, accounting, or an equivalent combination of education and experience.
- Three (3) years of responsible management/supervisory experience or an equivalent combination of education and experience.
- MBA, CPA or MPA preferred.
- Bondable.
- Valid Texas driver's license or obtain such within the first thirty (30) days of employment.
- Eligible for coverage under the Houston Housing Authority fleet auto insurance.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel.