

**HOUSING AUTHORITY OF THE CITY OF CITY OF LUBBOCK
POSITION DESCRIPTION**

TITLE: Finance Director
SUPERVISOR: Executive Director

DEFINITION:

Under administrative direction, plans, organizes, and manages the Lubbock Housing Authority (LHA) financial administration, accounting, including debt administration, financial accounting, and other fiscal functions, and must have a familiarity with financial aspects of the Section 8 and comprehensive Grant programs.

DUTIES AND RESPONSIBILITIES:

It is an essential function of this classification to report for work at the assigned time, prepared to work the regularly scheduled hours.

Submit monthly LHA and Board of Commissioners reports on a timely manner.

Plans, directs and manages financial administration, accounting, and purchasing activities.

Develops and implements policies to administer the LHA finance and accounting activities including financial reporting, debt management.

Selects, trains, and supervises personnel.

Establishes performance standards, evaluates the performance of subordinate staff, and establishes work priorities, goals, objectives and schedules.

Develops, institutes, and preserves a sound debt structure and strong financial position for the Lubbock Housing Authority.

Directs the development of accurate accounting and reporting systems for financial reports, bond offerings budgets and grant documents.

Advises Board of Commissioners and Executive Director concerning internal control systems of financial affairs.

FINANCE ADMINISTRATOR (CONTINUED)

Monitors various state or federal legislative proposals which may impact the Lubbock Housing Authority (LHA) financial affairs.

Performs complex and technical accounting and fiscal records management systems make recommendations for accounting system improvement; perform computer system analysis and computer programming functions in maintaining and upgrading computer assisted accounting and fiscal record management systems.

Assist in monitoring and controlling revenues, expenditures, and vouchers, through allocation of cost analysis, prepare payroll, Section 8 payments and accounts payable.

Perform other duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of the principals and practices of financial administration including debt management, accounting, investments, and treasury function.

Ability to direct financial affairs and achieve financial objectives.

Ability to direct the preparation of financial reports and analysis which concisely outline the LHA financial position or project future financial conditions.

Ability to communicate effectively orally and in writing.

Ability to maintain effective working relations with others.

Ability to frequently lift to 10lbs. Ability to frequently carry up to 10 lbs. Ability to place arms above, at the, or below shoulder height.

Machines and equipment used during the shift are computers and standard office machines.

EXPERIENCE AND TRAINING GUIDELINES:

TRAINING/ EXPERIENCE:

A Bachelor's Degree in Business or related field from an accredited college or university, and five to seven years progressively responsible Financial/ Accounting and Management experience.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, and appropriate, valid Texas driver's license.

SPECIAL REQUIRMENTS:

Insurability by the Housing Authority's bondable and vehicle liability insurance carrier at standard rates.

Employee Signature

Date

Executive Director Signature

Date

Personnel Department Signature

Date