

The Housing Authority of the City of Columbus

799 McClure Road
Columbus, Indiana 47201

Finance Administrator Career Posting

Position Title: Finance Administrator
Annual Salary Range: \$47,300 to \$59,700
Department: The Housing Authority of the City of Columbus
Reports to: Executive Director
Status: Full time; FMLA Exempt
Application Deadline: October 26th by 5 pm
To Apply: Send cover letter, resume, and three references with contact information to Executive Director Alan Degner at alan@columbushome.net

The mission of The Housing Authority of the City of Columbus, Indiana is to operate a financially sound public housing agency that provides a drug-free, safe, affordable environment and promotes opportunities for families and individuals of all abilities who desire to achieve self-sufficiency. This career opportunity makes a difference in Columbus, as the Housing Authority provides affordable, safe housing to seniors and families.

This executive level administrative position is responsible for all activities related to the finances, accounting, procurement, payroll, benefits administration, and payables/receivables processing for the Columbus Housing Authority (CHA). Necessary skills include problem solving, long- and short-term planning, time management, development of policies and procedures; preparation of budgets and financial reports, AR/AP processing, and adherence to strong internal controls that ensure that CHA's financial systems are accurate, efficient and operating in accordance with professional accounting practices and governmental regulations. Essential functions include, but are not limited to, the following:

- Daily management of CHA's financial matters, systems, and processes, including Compensation and Benefits Plans, Cooperative Agreements, Program Reserves, and other permanent and temporary financial accounts.
- Preparation of CHA's annual operating budget and subsequent revisions for the Authority's general operations, Capital Fund, Section 8 programs and all other grant programs.
- Regular financial reporting to the U.S. Department of Housing and Urban Development and to the CHA Board of Commissioners.
- Maintain the CHA Ledgers of Accounts.
- Develop revenue and expenditure forecasts and calculate year-end account balances.
- Coordinate fiscal planning across all CHA departments.
- Organize and control the retention of accounting and legal records, ensuring that all appropriate information is appropriately stored and accessible.
- Develop and maintain internal audit control systems; administer cash investments and prepare cash reviews in accordance with HUD requirements.

- Supervise one Administrative Assistant dedicated to accounting functions, payroll, collections, waitlist management, and other general office duties.
- Manage confidential information and exercise discretion in the release of that information to staff, clients, and funders.
- Prepare, solicit, and evaluate Requests for Proposals for services such as accounting support, legal services, employee benefits, and all insurances for CHA administered properties.
- Ensure that monthly reconciliations are prepared for all checking and investment accounts as well as the general ledger and petty cash activities.
- Prepare and submit all Federal, State, and Local tax filings and reports as required.
- Coordinate CHA's annual audit and collect and submit all documentation needed for completion.
- Administer all payroll and benefits functions, including reviewing employee timesheets, monitoring leave balances, calculating overtime payments, verifying payroll deductions, managing wage garnishments, etc.
- Maintain all payroll-related records in accordance with Federal, State, and Local regulations; monitor and incorporate applicable changes in laws and regulations relating to the payroll process.
- Prepare and distribute annual W-2 and contractor statements.
- Reconcile employee benefit billing statements.
- Administer CHA's accounts payable and receivable systems and prepare payments for distribution
- Oversee CHA's accounting, personnel, and procurement policies and recommend changes when needed.
- Prepare and deliver a variety of reports and presentations to both the CHA staff as well as the Board of Commissioners.
- Perform other work as assigned.

The successful candidate will hold an Associate's or Bachelor's degree in a related field of study from an accredited university or possess equivalent work experience. In addition, proof of prior administrative leadership is preferred. The position requires strong interpersonal and customer service skills, and proficiency in Microsoft Office applications is expected. The Finance Administrator works both independently and as a member of a team.

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