

FINANCIAL REPORTING AND BUDGET ADMINISTRATOR

Cincinnati Metropolitan Housing Authority (CMHA) of Cincinnati, Ohio invites you to become a part of its dynamic and forward thinking affordable housing agency. We are the 17th largest agency in the country with approximately 4,884 public housing units and 10,600 vouchers as well as developing affordable housing program. Our vision is to be recognized as a national leader in housing solutions and services. We are seeking energetic professionals for the following position with our agency.

The Financial Reporting and Budget Administrator (FRB Administrator) will have responsibility for overall financial functions relating to CMHA programs. This responsibility will entail the creation, implementation and maintenance of processes and procedures necessary to both timely and accurately complete assigned financial duties. This position reports to the Director of Accounting.

The ideal candidate will have a Bachelors in accounting, finance, or business administration with emphasis on accounting/finance; minimum of eight (8) years of experience, with four (4) years in professional financial management position involving staff management and overall accounting responsibility for a large, complex organization; professional demeanor with concern for strong financial integrity; excellent customer service skills and attention to detail; great team player demonstrating patience, persistence and leadership; extensive experience in preparing financial projections, pro forma and related analysis; knowledge of Generally Accepted Accounting Principles (GAAP) and demonstrated experience working with budgeting concepts; demonstrated ability to develop procedures and practices for increased efficiency while maintaining overall accuracy and improving productivity among staff; demonstrated experience working with financial software applications and Microsoft products such as Excel, Word, and PowerPoint.

CMHA offers a professional work environment along with a competitive salary and excellent benefits. To be considered applicants must submit resumes, applications and salary requirements. For a full description of this and other CMHA job opportunities and to submit your resume and/or application, please visit our website at <https://performancemanager4.successfactors.com/career?company=cmha>

Equal Opportunity Employer/ Equal Housing Opportunities