

GREATER DAYTON PREMIER MANAGEMENT
400 Wayne Avenue
Dayton OH 45410

Human Resources Memorandum No. 17.04
Notice of Job Vacancy

GDPM does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations.

Posting Date:	March 13, 2017
Job Title:	Chief Financial Officer
Type:	Full Time
Exempt Status:	Exempt
Location:	Central Office
Department:	Executive Office
Reports To:	Chief Executive Officer
Band:	Functional Leadership
Closing Date:	Until Filled

JOB SUMMARY:

The CFO has primary day-to-day responsibility for managing and directing the financial activities of GDPM. This will include direct responsibility for financial forecasting, cash management, investment management, budgeting, payroll, accounts payable, accounts receivable, fixed asset reporting, financial reporting, and debt management functions. The CFO also develops financial policies for GDPM Board of Commissioners approval and supervises other GDPM functions as directed by CEO.

THE ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

Under the general direction of the Chief Executive Officer:

1. Prepares financial budgets, reports, and spending forecasts for approval by the Chief Executive Officer and Board of Commissioners, and analyzes income and expenditures for GDPM to assure compliance with approved budgets and financial procedures.
2. Evaluates and advises on the impact of long-range planning, introduction of new programs/strategies and regulatory action.
3. Oversees the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets.
4. Ensures adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits.
5. Reviews all GDPM expenditures to assure compliance with budgets, policies, and applicable laws and regulations.

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6. Monitors banking activities and financial performance of GDPM by measuring and analyzing results; initiating corrective actions; minimizing the impact of variances. Serves as point of contact for banking administration and HUD related financial matters.
7. Oversees the maintenance of the inventory of all fixed assets, including assets purchased with government funds (computers, etc.) assuring all are in accordance with federal regulations.
8. Monitors spending of grant monies to ensure compliance with grant terms and conditions, and ensures that effective internal controls are in place to meet GAAP and applicable governmental requirements for financial reporting.
9. Attends Board and Subcommittee meetings; including being the lead staff on the Audit/Finance Committee.
10. Provides reports to Senior Managers when documentation is needed for timely payment to vendors. Ensures payroll for employees is processed in a timely manner. Ensures W-2 and 1099 reports are provided to employees, vendors and IRS as required.
11. Recommends financial policies and procedures for Board of Commissioners approval.
12. Manages the effective cash flow of GDPM funds.
13. Monitors and assists GDPM staff in implementing HUD transitional programs such as tax credit projects, mixed financing projects, and Rental Assistance Demonstration (RAD).
14. Provides financial support and recommendations to GDPM subordinate organizations. Serves as Board member of subordinate organizations as required.
15. Advises GDPM management and staff on financial matters. Conducts training on financial policies and procedures for GDPM staff as required.
16. Provides regular reports on the financial condition of GDPM to the Chief Executive Officer and the Board; responds to Board inquiries on financial matters; and, ensures reporting deadlines are met to HUD, State, and local governmental entities.
17. Assists managers and resolves financial issues related to Voucher Programs and Public Housing.
18. Serves as member of the Ohio Housing Authority Property and Casualty, Inc. (OHAPCI) Board of Directors. Ensures GDPM interests are represented as member of the self-insurance pool. Advises GDPM CEO on insurance related matters.
19. Updates job knowledge by remaining aware of new regulations; participating in educational opportunities; reading professional publications; participating in professional organizations.
20. Performs other tasks as directed by the Chief Executive Officer.

SUPERVISORY RESPONSIBILITIES:

This position supervises the work of all employees of the Financial Management Department, including staff selection, training, evaluation, and discipline.

WORK ENVIRONMENT:

Typical office environment, with minimal exposure to excessive noise or adverse environmental issues.

OCCUPATIONAL SAFETY AND HEALTH (OSH):

The supervisors/managers are responsible to establish an operating atmosphere that insures safety and health is managed in the same manner and with the same emphasis as production, cost and quality control. This will be accomplished by:

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Regularly emphasizing to employees that accident and health hazard exposure prevention are not only moral responsibilities, but also a condition of employment.

- Identifying operational oversights that could contribute to accidents which often result in injuries and property damage.
- Participating in safety and health-related activities, including regularly attending safety meetings/training, and correcting employee behavior that could result in accidents and injuries.
- Spending time with each person hired, explaining the importance of following the safety policies and the hazards of his/her particular job.
- Ensuring that initial orientation of new hires is properly completed.
- Making sure that if a competent person is required, that one is present to oversee and instruct employees when necessary.
- Never short safety for expediency, or allowing workers to do so.
- Enforcing safety rules consistently, following Agency's discipline enforcement procedures.
- Conducting work area inspections and correcting noted safety issues.
- Reporting any safety issues to the Safety Officer.

QUALIFICATIONS AND REQUIREMENTS:

The incumbent must:

1. Hold a minimum of a Bachelor's degree in Accounting from an accredited institution; Certified Public Accountant or related graduate degree preferred.
2. Have a minimum of six years of experience in an exempt financial management position, including supervision of professional accounting staff.
3. Experience in Public Housing, Section 8/Housing Choice Voucher Program, Tax Credits, Bond Financing, Capital Fund, and Mixed-Finance Development, Central Office Cost Center (COCC).
4. Have experience in working with State and other financial auditors and in completion and submission of Department of Housing and Urban Development (HUD) financial reports.
5. Have proficiency in Microsoft Office applications.
6. Be able to communicate clearly and precisely, both orally and in writing.
7. Be able to meet the following physical requirements with or without reasonable accommodation:
 - a. Use hands to manipulate, handle, feel, and control items or equipment;
 - b. Reach with hands and arms;
 - c. Talk and hear;
 - d. See and be able to read, write, and interpret text, spreadsheet, and graphical documents;
 - e. Occasionally lift and move objects weighing up to 25 pounds.

The functions, qualifications, responsibilities, and requirements listed above represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of essential activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. The outline of responsibilities given above may vary without materially changing either the job classification and/or pay.

Applications/resumes presented in person, faxed, postmarked, or emailed to recruiter@dmha.org by 5:00 p.m. of the closing date will be accepted for consideration. Please include the memorandum number on your application/resume. **EOE/Drug-Free Workplace**

NO PHONE CALLS PLEASE

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