

Position Description

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| Position Title: | Director of Finance/Controller | Department: | Finance |
| Reports to: | Chief Financial Officer | Employment Status: | Full-Time |
| FLSA Status: | Exempt | Date Created: | 05-24-2024 |
| Representation Status: | Unrepresented | Date Revised: | |

Summary

The primary purpose of the Director of Finance/Controller position is to plan, organize, manage, and provide direction and oversight for major functions of the Finance Department of the Santa Clara County Housing Authority (SCCHA) including accounting, financial management and reporting, budget, audit, and treasury functions; serves as a key business partner and member of the executive team and assumes a strategic role in assisting with the overall financial management for the Agency; fosters cooperative working relationships and coordinates assigned activities with other Agency departments, regulatory and outside agencies, and the public; and provides expert knowledge of accounting rules and regulations, public policy, Agency functions and activities, and the ability to develop, oversee, and implement the Agency's financial programs. Responsibilities include managing and overseeing the complex and varied functions of the department and providing highly responsible and complex professional expertise under administrative direction of the Chief Financial Officer in a variety of administrative, coordinative, analytical, liaison and leadership capacities.

The essential duties and responsibilities listed below support the Santa Clara County Housing Authority's ("SCCHA") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Plans, organizes, leads, and directs the services, activities, and staff of the Finance Department and all programs, activities, and services including accounting, financial management and reporting, accounts receivable, accounts payable, budget, audit, payroll and treasury functions; assumes full management responsibility for assigned Finance Department programs, services, and activities, including accounting, financial management and reporting, budget, audit, and treasury functions.
- Manages, directs, and participates in the preparation and development of financial reports, maintenance of accounting records, and the development and implementation of a comprehensive set of controls and budgets designed to mitigate risk and enhance the Agency's finances; ensures accurate and timely financial reporting while adhering to financial policies and procedures.
- Administers and monitors Federal, State, and local grants and funding; ensures compliance with grant agreements and timely reporting to funding agencies; prepares grant budgets and financial reports; manages grant audits as required.
- Leads and manages the Agency and affiliate audits; prepares and reviews financial reports and annual financial statements; ensures all accounting, financial and budget operations, procedures, and internal controls comply with SCCHA policies, Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB) and Governmental Accounting Standards Board (GASB) standards, and Department of Housing and Urban Development (HUD) guidelines.
- Manages all financial aspects of the pre-development, rehabilitation, and construction process and activities for the Agency and affiliate entities including approving financial transactions, setting up financial relationship structures and accounts, and overseeing audits and tax return processes;

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collaborates with asset management and development departments to ensure financial integrity and compliance with funding requirements; prepares financial information for investors, lenders and stakeholders related to the construction, development and operations of real estate assets.

- Manages the analytical review of all financial reports including Agency wide monthly and annual variance, tax credit properties, housing program, HUD, and investment, budget, and cash reports, for accuracy, validity, reliability, alignment with program objectives, and in compliance with policies, standards, and regulations.
- Oversee the payroll function to ensure accurate and timely processing of payroll transactions; in collaboration with Human Resources, designs and implements a scalable organizational payroll software system; collaborates cross-functionally with Human Resources and other Agency departments to establish and administer any new procedures relating to payroll administration; ensures compliance with federal, state, and local payroll regulations and tax law.
- Manages the treasury functions including cash flow analysis, transferring of funds, and monitoring available funds and investment portfolios; develops and recommends an investment plan for all excess funds of the agency and its affiliate entities and directs investment transactions in accordance with the Agency's Investment Policy and regulations; ensures optimal liquidity and investment returns.
- Manages and participates in the development and administration of the departments and Agency's annual budget, including preparing budget reports and monitoring budget performance; oversees and participates in financial forecasting and variance analysis to support strategic decision-making.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Agency needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Interprets, applies, and explains federal, state, and local laws and regulations, and policies, procedures, and practices of assigned position.
- Evaluates, recommends, and develops improvements in operations, procedures, policies, or methods.
- Prepares and presents clear and concise reports, correspondence, policies, procedures, and other written materials. Researches, analyzes, and evaluates new service delivery methods, procedures, and techniques.
- Conducts research projects, evaluates alternatives, makes sound recommendations, and prepares effective reports including staff and Board reports.
- Effectively represents the Department and the Agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner; organizes own work, sets priorities for self and others, and meets critical timelines/deadlines.
- Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.



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QUALIFICATIONS

Education and/or Experience

Any equivalent combination of education and experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:

A bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field; and seven (7) years of increasingly responsible management experience in financial management, accounting, financial reporting, including five (5) years of supervisory experience. Master's degree preferred.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Core Competencies

This position requires the incumbent to exhibit the following behaviors, knowledge, skills and abilities:

Advancing Inclusivity and Leveraging Diversity: Works to create a culture of inclusivity where individuals of diverse cultures, demographics, interpersonal styles, abilities, motivations or backgrounds are and feel valued for their unique perspective and talent; inspires and makes the most effective use of the capabilities, insights and ideas of all individuals.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer/Client Service: Meets/exceeds the expectations and requirements of internal and external customers and clients; identifies, understands, monitors, and measures the needs of both internal and external customers and clients; talks and acts with customers and clients in mind. Values and recognizes work colleagues as customers.

Effective Communication: Ensures important information is clear, concise and organized to be passed to those who need to know verbally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others. Actively listens and understands the audience to adapt messages appropriately. Applies knowledge of methods and techniques for the development of effective presentations, business correspondence, and information distribution based on audience needs.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Integrity: Exhibits honesty with oneself, coworkers, and customers. Stands up for what is fair, honest, ethical, and morally right even, in the face of opposition.

Job Knowledge and Skill: Exhibits requisite knowledge, skills, and abilities to perform the position effectively including: knowledge of principles and practices of comprehensive financial program development, implementation, and management; accounting, auditing, financial analysis, and budget principles and procedures and their application to a variety of accounting transactions and problems; financial statements and elements (such as, but not limited to assets, liabilities, equity, income, and expenses); applicable

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federal, state, and local laws and Agency resolutions, policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned position; methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures; and ability to conduct effective negotiations and effectively represent the Agency and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations. Uses appropriate judgment & decision making in accordance with level of responsibility; and can research and report on various topics using a broad range of methods, techniques, and procedures.

Judgement & Decision Making: Exhibits sound reasoning and critical thinking skills by making decisions in line with established Agency expectations. Make decisions in compliance with the law and Agency policies and subordinate personal interests and views while representing the Agency acting in an official capacity.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Strategic Capability and Leadership: Serves as a role model to others by keeping the agency's mission, vision and values at the forefront of decision making and action; applies administrative and leadership principles and practices to work, including strategic goal setting and program and policy development, implementation, and evaluation; supports a culture of professional employee development through mentoring and coaching; provides direction by effectively supporting and/or setting course of action for department, direct reports, and team members.

Supervising and Managing Team Success: Operates effectively within the agency and monitors, supervises and manages, people, resources and risk. Has knowledge of and ability to apply principles and practices of workforce management and employee supervision in the analysis and evaluation of projects, programs, policies, procedures, and operational needs; monitors people and program performance by providing regular feedback and reinforcement to direct reports and team members.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

Technical Skills: Exhibits requisite knowledge, skills and ability to perform duties using computers and peripheral equipment, and software skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn computer software programs as required by assigned tasks.

Work Environment/Physical Demands

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; however, this class may be performed in an environment with exposure to various odors/fragrances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, virtually and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to



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retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]