

Finance Manager Job Overview

The Housing Authority of the Town of Enfield is among the original public housing authorities in the State of Connecticut with a vast portfolio of housing programs including Elderly/Disabled, Congregate, Moderate Rental and Housing Choice Voucher programs.

We are seeking a qualified individual to join our team. The ideal candidate will have the necessary work experience and attention to detail needed for this extremely responsible administrative work overseeing financial, housing programs, computer systems and personnel functions for the agency. We are seeking a reliable, dedicated team player with excellent time management and organizational skills and the ability to work independently.

Primary Responsibilities

1. Works with the Chief Executive Officer to develop realistic operating and capital budgets and revisions, for all housing programs, resident initiative programs, modernization programs, and other grants and programs administered by the Authority.
2. Performs reconciliation of bank statements and all related documents. Verifies all direct deposits to banks.
3. Prepares Journal Vouchers for computerized accounting; reconciles General Ledgers upon completion of monthly runs.
4. Monitors Accounts Payable for accuracy and compliance with procurement policy. Prepares checks for payment.
5. Processes Accounts Receivable accurately and efficiently.
6. Assists with HAP Contract Administration (Section 8), including preparation of budgets and requisition of funds, annual payment standard review and adjustments, and SEMAP analysis.
7. Prepares monthly and quarterly financial reports and year-end financial statements.
8. Maintains employee benefits and leave files and handles employee benefits programs (including health, death, retirement, etc) and tracks employee leave (sick, vacation, leave without pay, etc).
9. Prepares, maintains files, and provides accurate reports regarding all employee payroll, withholdings, unemployment compensation reports, worker's compensation claims and reports. Maintains OSHA related records. Prepares and monitors all retirement program records.
10. Maintains the Authority's insurance records; solicits all insurance bids; recommends when to change coverage.
11. Administers computer system license and maintenance agreements.
12. Responsible for annual inventory and maintenance of all fixed assets inventory records.

Requirements

1. Knowledge of the purposes, policies and regulations of the Authority as established by the Board of Commissioners or as set forth by State or HUD regulations.
2. Knowledge of generally accepted and governmental accounting techniques and procedures.
3. Knowledge of investment policies, financial management techniques, and budget preparation procedures.
4. Knowledge of technical, statistical, and financial report preparation techniques.
5. Considerable knowledge of computer systems including hardware, software, internet, local area network and the ability to troubleshoot and resolve computer system problems.
- 6 Extensive knowledge of computerized accounting programs and electronic spreadsheets.
7. Ability to establish and maintain effective working relationships with supervisors, associates, residents, representatives from neighborhoods, community leaders, and federal, state, and local officials.
8. Ability to present technical and financial information clearly and concisely both orally and in writing.
- 9 Ability to deal courteously and tactfully with the general public and to handle irate tenants in a calm and fair manner.
10. Considerable knowledge of the Authority's Personnel Policies, benefits programs and leave plans.
11. Knowledge of federal and state rules and regulations regarding employees, especially the Fair Labor Standards Act.
12. Graduation from an accredited four-year college or university with a degree in Accounting, Finance, Business Administration, or related; and
13. Four years progressively responsible experience in accounting, financial management, budgeting, auditing, or related; or
14. A combination of education, training, and experience equivalent to the above.

Company Overview

Organized in 1948, the Housing Authority of the Town of Enfield is among the original housing authorities in the State of Connecticut focusing on meeting the housing needs of the community by developing and managing programs that result in high performing, sustainable and fiscally responsible housing.

The Housing Authority of the Town of Enfield is a proven leader in the housing industry by providing services to over 600 families in Enfield and surrounding towns. We promote safe, decent, sanitary, drug free and smoke free housing opportunities.

The Housing Authority of the Town of Enfield is looking for a dedicated individual who can contribute their skills in a collaborative environment in service to our residents. In return, we offer competitive

compensation and a generous benefits package including health, vision, life insurance, 457 Plan, paid sick and vacation, 12 paid holidays a year, pension, and an employee assistance program. The Housing Authority of the Town of Enfield is an equal opportunity employer.

Housing Authority of the Town of Enfield
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