

Revere Housing Authority-Director of Finance and Benefits

Summary

Revere Housing Authority (“RHA”) seeks a top financial officer to direct all financial and budgetary operations of the RHA. The incumbent is responsible for the development and oversight of policies and procedures. Incumbent directs budgeting, accounting, financial audits, cash and investment management, debt financing, and external and internal controls. Incumbent advises the Executive Director and Board on financial details of development projects. This position supervises subordinate staff. All activities must support RHA's mission, strategic goals and objectives. This role is ideal for a CPA or senior finance leader with government or nonprofit experience who wants to bring their expertise to work that matters—where every dollar managed translates directly into housing stability for Revere families.

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.

- Chairperson of RHA Procurement Committee/MCPPO
- Monitor Modernization/Formula Funding & Capital Funds Process, RFP/RFQ/IFB Process & Draw Down of LOCCS
- Monitor Modernization/State formula Funding Process – Monitor Payment Schedule
- Personnel and Benefits Administrator, Production and Monitoring of all Personnel Reports
- Supervise Payroll and Payroll Reports; A/R; A/P & Purchasing, Rent Collection and Non-Payment Cases
- Maintain, Monitor & Generate General Ledger Reports, Pro-Ration Codes, Account Numbers, Expense Reports, Budget Reports & Cash Balances
- Preparation of All Monthly Check and General Ledger Detail Reports, And Month End Reports
- Finance Department Head: Monitor and Perform Financial Transactions, Balance Bank Statements and Work Closely with Accountant and Auditor
- Oversee All Departments for Fiscal Responsibility
- Assist Executive Director in Planning the Rehab/Redevelopment of RHA Sites
- Processes and oversees the annual and special audits of the RHA.
- Prepares and distributes various financial statements to the RHA Board of Commissioners.
- Other duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the RHA. Uses appropriate judgment & decision making in accordance with level of responsibility.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that stakeholders have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicate information with appropriate personnel in a timely manner.

Teamwork: Actively participates and collaborates across boundaries and works toward the achievement of common goals. Employee is adaptable, solution-oriented, and open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicate the impact when working as a team.

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

Education and/or Experience

- Bachelor's degree and minimum 5 years of progressive experience in Accounting or Real Estate Accounting. CPA is preferred but not required.
- Experienced in financial analysis using Excel.
- Experience in preparing funding applications.
- Experience developing and managing budgets.
- Experience assembling requisitions.
- Highly organized and proficient in Microsoft Excel, PowerPoint and Word.
- Experience with contract administration.
- Familiarity with the regulatory requirements of public financing for affordable housing, including Low Income Housing Tax Credits and HUD financing programs.
- Familiarity with Massachusetts affordable housing policies and programs.
- Ability to work independently, meet deadlines, manage multiple priorities and solve problems expeditiously.
- Ability to communicate effectively in writing and in conversation with team members, senior staff, board members, residents, consultants and funders.
- Ability to work in a team and to contribute actively and appropriately.
- Commitment to the organization's mission.
- Excellent employment references.

Compensation and Benefits

- Salary range: \$105,000 - \$115,000, commensurate with experience;
- Comprehensive benefits package including health insurance, retirement plan, and paid time off; and
- Professional development opportunities and support for relevant certifications.

How to Apply:

Cover letter, resume and three (3) professional references to: Rosa Garbarino, Administrative Assistant/Bookkeeper, Revere Housing Authority 70 Cooledge Street Revere, MA 02151, or email rgarbarino@revereha.com. RHA is an Equal Opportunity Employer/Affirmative Action Employer.