FINANCE MANAGER
OSHKOSH HOUSING AUTHORITY

Job description

The Oshkosh / Winnebago County Housing Authority provides affordable rental housing assistance, and resident services to low and moderately low-income families. Formed in 1970, The Housing Authority provides housing assistance to over 900 households annually. The Oshkosh/Winnebago County Housing Authority seeks a Finance Manager to join their team.

Nature of Work:

Under the supervision of the Executive Director, the Director of Finance manages the financial health and operations of the organization. This role will handle day-to-day accounting and transactional activity and work with any fee accountants and/or auditors. The Director of Finance is responsible for reporting the organizations financial health to the Boards and leadership. This role is expected to not just know the numbers but be able to assist in steering the plans and direction of the organization to achieve better results. This position is part of the Leadership team and participates in meetings to focus on growth and organization-wide decision making. This role will also interact with members of the Board and is expected to promote a positive culture throughout the organization.

Major responsibilities:

· Responsible for the timely payment of bills, invoices, accounts payable, loans, or any monies owed by the organization

· Responsible for collecting rents, rent rolls, utility payments, accounts receivable, and any monies owed to the organization

· Manages the organization’s payroll process.

· Submit regulator, investor, or other reports as necessary into the appropriate system

· Manage organizations accounts and funding process

· Prepare monthly Section 8 reports including VMS submissions and year end audit submissions to the HUD Reac System

· Assist in the annual audit process

· Develop and maintain strong relationships at all levels of the organization to provide meaningful financial and business analysis, insights and recommendations and help drive appropriate change management initiatives

· Work with the organization’s teams to deliver the strategic financial plan, the annual budgets, and operational forecasts

· Adhere to all policies and procedures

· Always act in good faith as fiduciary of the organization’s resources and those of the organization’s funding sources

· Educate business units on how to maximize financial efficiency and improve decision making

· Provides administration and supervision of the accounting functions as directed

· Performs or manages monthly accounting close and communicates results to the team(s)

· Analyzes spending trends to identify and track outliers

· Analyzes spending trends to suggest cost saving measures

· Prepare and complete all steps in the annual tax process

· Be involved in the implementation of all accounting information systems

· Prepare journal entries and/or review staff prepared journal entries

· Monitor grant funds and uses

· Responsible for project tracking

· Other duties as assigned

Desired Qualifications:

· Minimum of a bachelor’s degree in accounting, finance, or related field is required. Strong knowledge of GAAP

· Non-profit accounting experience preferred. Experience in LIHTC, HUD or asset/property management ideal.

· Ability to translate financial concepts to – and to effectively collaborate with -- colleagues who do not necessarily have finance backgrounds

· A track record in grants management preferred

· Real Estate/Asst management experienced preferred

· A successful track record in setting priorities and solving problems

· Experience developing and implementing financial policies and procedures

· Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders

· Personal qualities of integrity, credibility, and dedication to the mission of the Housing Authority

Job Type: Full-time

Salary: $58,000.00 - $65,000.00 per year

Benefits:

- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Physical setting:

- Office

Schedule:

- Monday to Friday

Education:

- Associate (Preferred)

Work Location: In person

To apply, email the following information: Cover letter, resume, including relevant professional development training/certifications completed in the last 2-5 years, references

To: Michelle Lunde at MichelleL@ohawcha.org