**MARLBOROUGH**

**COMMUNITY DEVELOPMENT AUTHORITY**

**Finance & Administration Manager**

**DEFINITION/PURPOSE**

Responsible for all financial, budget, accounting, and audit matters for the MCDA's housing and community development programs including: Massachusetts public (667 and 689) and leased (MRVP) housing programs, HUD Section 8 Voucher program and community development programs including but not limited to the Federal Community Development Block Grant & Local Initiative Program. Other duties include providing assistance with the development and implementation of policies, and procedures relating to financial and public administration matters.

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position*.

* + Oversees and maintains all vendor files, bid documents and other procurement records
	+ Reconciles all general ledgers both accounts receivable, and payable
	+ Oversees recording of tenant rent payments, late rent report, making rental deposits
	+ Coordinates preparation of audit materials as well as review accounting and administrative controls
	+ Maintains accounting of all Capital Projects, requests reimbursement, works with EOHLC in all financial matters
	+ Manage vendor payment process on a timely and monthly basis
	+ Maintain accounting of Net Metering Solar Farm Project & ensure contract compliance
	+ Maintain files of grant funded households for reporting compliance
	+ Receives, records and processes loan repayments and manages debt collection
	+ Works alongside Grant Coordinators with all Federal/State related Grants
	+ Works alongside Legal Counsel in all CDA related matters
	+ Maintains the Insurance/Contract Binders & reviews policies for effectiveness
* Create and Maintain Vendor files and ensure Vendor compliance with procurement laws
* To be familiar with and keep abreast of laws, regulations, policies, and procedures pertaining to state and federally funded programs administered by MCDA. Attend training sessions when needed
* Prepare administrative and financial reports for Executive Director and/or DHCD/HUD auditors by collecting, analyzing, and summarizing data. Submit such data to external, internal reporting systems
* Ensures compliance with HAFIS and other audit requirements
* Maintain Marlborough’s Subsidized Housing Inventory Listing & submit to DHCD on biennial basis
* May be needed to work in case of emergencies and other tasks and responsibilities as directed by Management
* Performs other related duties, as required

**SUPERVISION RECEIVED**

Under general direction of the Executive Director, employee plans and prioritizes the majority of work independently, in accordance with standard practices. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

**SUPERVISION EXERCISED**

The supervisor, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The employee gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; The employee provides on-the-job training to new employees; reports to the Executive Director on disciplinary problems, performance and training needs.

**JUDGMENT**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

**COMPLEXITY**

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**NATURE AND PURPOSE OF CONTACTS**

Relationships are primarily with co-workers, vendors and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

**CONFIDENTIALITY**

Employee has access at the departmental level to a variety of sensitive and confidential information.

**EDUCATION AND EXPERIENCE**

Associates Degree in finance/accounting or related field, with one year of Massachusetts Public Housing experience or any equivalent combination of education, training, and experience. Must pass a criminal history check. Must possess a valid driver’s license.

**KNOWLEDGE, ABILITY, AND SKILLS**

*Knowledge:* Knowledge of practices of housing, experience with HUD/DHCD, preferred. Knowledge public housing software programs, preferred. Knowledge of Governmental Accounting Standards Board (GASB) preferred.

*Abilities:* Ability to work with people and families of various ages and socio-economic backgrounds. Ability to communicate effectively with tenants and applicants. Ability to multi-task and manage conflict. Ability to communicate effectively both orally and in writing. Ability to understand and explain various types of correspondence, reports and media in order to explain and/ or train others. Ability to maintain good public relations and to maintain effective collaborative working relationships with other departments, department heads, fellow employees, officials and the general public and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently.

*Skills:* Public relations and strong communication skills, computer skills including spreadsheet applications. Problem solving skills.

**WORK ENVIRONMENT**

The work is performed primarily in an office environment. Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. Employee may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

**PHYSICAL, MOTOR, AND VISUAL SKILLS**

**Physical Skills**

The work involves physical skills typical of an office environment, including sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

**Motor Skills**

The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

**Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage.