**Job Posting**

**TITLE:**  Finance & Administration Manager

**CATEGORY:** Hourly Full-Time 40 Hours Weekly

**BENEFITS:** Same as Provided to Full-Time MCDA Employees

**WAGE RATE:** Starting range $24.00 - $26.00 hourly depending on experience.

**PROBATION PERIOD:** Six Months from Date of Hire and can be Continued if Management Directs

**Position Summary:** 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 aiding with the development and implementation of policies, and procedures relating to financial and public administration matters.

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**ESSENTIAL FUNCTIONS**

1. Oversees and maintains all vendor files, bid documents and other procurement records
2. Reconciles all general ledgers both accounts receivable, and payable
3. Maintains accounting of all Capital Projects, requests reimbursement, works with EOHLC in all financial matters
4. Oversees recording of tenant rent payments, late rent report, making rental deposits
5. Coordinates preparation of audit materials as well as review accounting and administrative controls
6. Manage vendor payment process on a timely and monthly basis
7. Receives, records and processes loan repayments and manages debt collection
8. Works alongside Grant Coordinators with all Federal/State related Grants
9. Maintains the Insurance/Contract Binders & reviews policies for effectiveness
10. 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
11. Ensures compliance with HAFIS and other audit requirements
12. All other duties as deemed fit by Management

**ESSENTIAL SKILLS & QUALIFICATIONS**

1. 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
2. Knowledge of Massachusetts public housing programs preferred
3. General Knowledge of public housing software systems preferred
4. Experience with Massachusetts HAFIS computer system preferred
5. High school diploma required
6. Valid Massachusetts Driver’s License
7. Competence in personal computer skills including Microsoft Office
8. Successfully pass a drug and physical exam as well as CORI and employment background check

**REPORTING RELATIONSHIP & MANAGEMENT:** The position reports directly to the Executive Director. The Finance & Administration Manager has general oversight of the Administrative Assistant relating to the processing of monthly payables, recertification process, and other finance & administrative matters.

**PHYSICAL REQUIREMENTS**

Must be able to walk and/or drive to rental units, banks, walk both up and down stairs and lift and/move up to 30 pounds. The employee may on occasion be required to sit stand, walk, kneel, stoop, and crouch. Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage. Position requires the ability to effectively communicate with tenants, applicants and staff.