

NOTICE OF AN AVAILABLE POSITION

Finance Director

LOCATION: BASED AT MAIN OFFICE

The LaFollette Housing Authority (LHA) is accepting resumes for the position of Finance Director. This position is based at our main office in LaFollette, Tennessee. LHA has a competitive salary/benefit structure. A job description, along with a copy of this notice, will be posted on the bulletin board at the LaFollette Housing Authority Central Office located at 802 South Fourth Street, LaFollette, Tennessee.

All candidates who meet the qualification requirements and request to be considered for this position will be evaluated in accordance with LHA's selection criteria.

Resumes must be appropriately identified as "Finance Director" and submitted by close of business on March 3, 2025. Resumes can be mailed or hand delivered to:

***Mr. John K. Snodderly
Executive Director
802 South Fourth Street
P.O. Box 392
LaFollette, Tennessee 37766***

Finance Director

Nature of Work

This is very responsible administrative and professional accounting work involving the creation, maintenance, and review of all fiscal and financial records for the LaFollette Housing Authority. Activities associated with the position include the preparation and maintenance of individual ledgers for each program, management of accounts payable and payroll, preparation of the annual budget, Capital Fund administration and HUD reporting for the Public Housing and Housing Choice Voucher programs. Additional activities include the oversight of cash & investments, preparation and submission of documentation for the performance funding system, maintaining fixed asset records and submitting quarterly and annual reports. Many of the activities associated with the job require coordination with other administrative and supervisory staff. Job related duties require the application of professional accounting principles and methods for a wide variety of accounting procedures and transactions, strong organizational, interpersonal and decision making skills, dedicated attention to detail and thorough experience performing accounting activities and related financial functions. Job performance is evaluated by the Executive Director through review of the accuracy, thoroughness and timeliness of accounting transactions, coordination and effectiveness of accounting functions, organizational, interpersonal and decision making skills and level of support provided for a variety of administrative and operational functions. Job related duties are also subject to independent audits and audits from the Department of Housing and Urban Development.

Illustrative Examples of Work

- Maintains all documentation and makes entries into the General Ledger system; ensures they are in balance and that funds are properly accounted for.
- Prepares and maintains individual general ledgers for various housing and grant funded programs administered by the Housing Authority.
- Monitors bank account and transfers funds when necessary.
- Draws down the monthly subsidy for all programs.
- Prepares VMS report and HCV Forecasting Tool monthly for the Housing Choice Voucher Program.
- Maintains an investment register to ensure the accurate recording of CD's, terms of investment, interest rates and receives quotes for re-investment upon maturity.
- Prepares and submits the annual application for Operating Subsidy, prepares the annual operating budget and prepares budget revisions for the Housing Authority.
- Assists with Capital Fund Budgets and revisions.
- Prepares and submits unaudited FDS statements.

- Maintains an inventory ledger and prepares asset records as items are purchased or retired by the Housing Authority.
- Prepares monthly Bank Reconciliations for all bank accounts.
- Closes all books at the end of each month and fiscal year, making all necessary adjustments to the general ledger by journal voucher.
- Prepares monthly and annual financial statements for all programs.
- Gathers information required for the annual audit and assists the auditor during the audit process.
- Assists in the planning, developing and implementation of improved systems and methods of accounting and fiscal control; evaluates and recommends modifications.
- Provides supervision and training for accounting or administrative staff when necessary.
- Performs various administrative and office related duties in the absence of other administrative staff.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four-year college or university with a B.S. (B.A.) Degree in accounting, financial management or closely related field supplemented with major course work in accounting or business administration; thorough experience in governmental accounting (HUD accounting preferred); strong organizational, interpersonal and decision making skills; dedicated attention to detail; or any equivalent combination of education and/or experience to provide the following critical knowledge, abilities and skills:

- Thorough knowledge of GASB and FASB pronouncements, opinions and standards applicable to the Housing Authority's financial operations.
- Thorough knowledge of IRS rules and regulations and OMB circulars 87, 110, and 133.
- Thorough knowledge of Asset Based Management requirements, LIPH rules and regulations including the Capital Fund Program and Housing Choice Voucher program regulations.
- Thorough knowledge of state and local regulations governing non-profit organizations including non-profit (501c3) entities.
- Thorough knowledge of State of Tennessee contracting regulations and commercial construction and development accounting requirements.
- Thorough knowledge of HUD procurement rules and regulations.
- Thorough knowledge of file and records management, retention and organization methods and practices including the storage of sensitive and/or confidential information.
- Thorough knowledge of acceptable accounting practices and methods including the use of internal controls, reconciliation of accounts and ledgers, project based accounting practices and accounts payable and receivable transactions.
- Thorough knowledge of the Housing Authority's personnel and operational policies and procedures.
- Thorough knowledge of applicable laws, regulations and procedures governing a variety of financial and accounting transactions.
- Thorough knowledge of GAAP accounting procedures and HUD accounting practices for

- capital funding, grants, tenant accounts receivable, performance funding, and operating subsidy.
- Thorough knowledge of employee payroll processes and related financial transactions including taxes, retirement, fringe benefit administration and insurance.
 - Thorough knowledge of commonly utilized proprietary, data base management, word processing and spreadsheet applications including EXCEL and WORD.
 - Thorough knowledge of commonly used computer hardware applications and devices.
 - Ability to apply accounting principles and procedures in an accurate and consistent manner.
 - Ability to prepare periodic financial and statistical reports for federal, state, local, and non-profit programs.
 - Ability to communicate effectively and maintain positive working relationships with those contacted in the course of work.
 - Ability to effectively manage and organize personal time and activities and meet all established deadlines and reporting requirements.
 - Ability to properly reconcile multiple accounts and make proper decisions regarding accounting practices and procedures.
 - Skill in the use of commonly utilized software programs including proprietary, data base management, word processing and spreadsheet applications.
 - Skill in the use office equipment including computers, calculators, FAX machines, copiers, multi-line telephone systems, etc.

Necessary Special Requirements

- Possession of a valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates.
- Must be covered under the Housing Authority's fidelity bond.

Physical Requirements

- This is primarily sedentary work requiring the exertion of up to 30 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects
- Work requires arm and hand dexterity for reaching, grasping, and repetitive motions
- Vocal communication is required for expressing and exchanging ideas by means of the spoken work
- Hearing is required to perceive information at normal spoken word levels
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, observing general surroundings and operation of motor vehicles
- Work is subject to inside and outside environmental conditions.

Lafollette Housing Authority
FLSA – Exempt (Administrative)
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