

Position: Finance Director

Closing Date: October 17, 2024 by 5:00 p.m.

Salary Range: \$60,000 - \$70,000, Negotiable based on experience

POSITION DESCRIPTION

The purpose of this position is to direct the operations of the finance department of Bristol Housing, overseeing all accounting functions, supervision of staff and direct processing of various financial and insurance related processes.

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Oversees and directs accounting staff in areas of accounts payable, accounts receivable, fixed assets and collection of bad debts
- Monitors the progress of projects assigned to accounting staff
- Supervises and evaluates assigned staff, directs work, trains, counsels, disciplines, handles employee concerns and problems and completes employee performance appraisals
- Performs accounting functions such as payroll, human resources, budgeting and investments
- Records accounting transactions and reconciles bank accounts for all programs and affiliated entities
- Processes monthly payments to landlords for assisted families
- Manages program funds and capital grants and reports to HUD as required
- Prepares Request for Proposals for fee accounting and audits
- Manages all agency insurance policies and related claims
- Responds to requests for information; attends meetings and represents the department as needed
- Performs other related duties as required

MINIMUM TRAINING AND EXPERIENCE

- Bachelor's degree in accounting, business administration with a concentration in accounting or related field with (7) years working in public or private accounting and three (3) years managing a complex accounting/finance department
- Must possess and maintain a valid driver's license
- Must be bondable
- Ability to plan, coordinate, schedule, direct and motivate the work of staff
- Knowledge and proficiency in the use of computers, Microsoft Office features and other basic software
- Ability to communicate effectively, both orally and in writing

- Ability to analyze data and information using established criteria, to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate and categorize data
- Ability to manage and direct workers. Ability to counsel and mediate. Ability to persuade, convince, and train others. Ability to advise and interpret on how to apply policies, procedures, and standards to specific situations
- Ability to apply reasoning and exercise judgment.
- Ability to establish and maintain effective working relationships with City, State and HUD officials, housing authority representatives and the general public
- Ability to work the general public
- Excellent work history and attendance record
- Excellent organizational and interpersonal skills
- Experience or familiarity with low-income housing programs preferred

To be considered, candidates must complete an online application at: www.bristol-housing.com
Completed application, resume and cover letter may be mailed or emailed to the following:

Regina Edwards
Deputy Director
204 Bluff City Hwy.
Bristol, TN 37620-4215
rgedwards@bthra.com

Deadline for submission is October 17, 2024 at 5:00 p.m.

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