



CLASSIFICATION NO. 278  
Established: 8/22  
FLSA: Exempt  
EEO: 2

## **HOUSING AND COMMUNITY DEVELOPMENT FINANCE MANAGER**

### **CLASS CHARACTERISTICS**

Under direction, to plan, organize, manage, and direct the accounting operations, fiscal staff and multiple distinct budgeting and financial functions of the housing and homeless services portfolio within the Department of Health, Housing, and Human Services (H3S); to ensure compliance with Housing Authority and County policies, federal and state regulations, and accounting procedures; to prepare and analyze accounting, fiscal and statistical statements and reports; to plan, evaluate, implement and maintain financial systems; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Department of Health, Housing and Human Services (H3S) provides a wide range of services to individuals, families, and communities through its Divisions: Children, Families & Community Connections, Public Health, Behavioral Health, Health Centers, Social Services, and Housing and Community Development.

The Housing and Community Development Finance Manager is responsible for the Housing and Community Development Division's portfolio which consists of the Supportive Housing Services Program, Community Restoration, and the Housing Authority of Clackamas County (HACC). The incumbent is a part of the Housing and Community Development executive management team and responsible for ensuring compliance with the United States Department of Housing and Urban Development (HUD) and other funding requirements, as well as ensuring compliance with Clackamas County's financial and administrative funding requirements processes.

The Housing and Community Development Finance Manager has full management responsibility for Housing and Community Development's financial functions including budgeting, treasury, accounts payable and receivable, grant compliance, cost allocation and auditing, purchasing internal controls and inventory control, cash and fixed asset control, financial investments, administration of insurance programs, and administrative services. The incumbent has responsibility over both County and HACC financial systems and supervisory responsibility over professional budgeting, accounting, supervisory, and administrative staff.

This classification differs from the County's Accounting and Budget Manager classifications which manage the financial accounting and reporting for countywide financial and accounting operations. It also differs from the Administrative Services Manager which is responsible for a county division's budget, finances, and reporting requirements, whereas this classification is responsible both for a division that encompasses both County budget and budgeting and financial operations, as well as those of HACC, which is an independent public corporation. It also differs from the Administrative Services Manager, Senior classification which is responsible for department financial and administrative processes on behalf of a Department Director.

## **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Plans, directs, and organizes the work activities of the Housing and Community Development budgeting and finance functions and portfolio; develops, implements and evaluates accounting and financial information systems and controls; analyzes and recommends policies and internal controls; reviews and approves new procedures and forms; provide functional leadership and subject matter expertise for financial software needs, upgrades and interfaces; manages treasurer and cash/investment management.
2. Directs and participates in the preparation and analysis of financial statements, reports and the development and administration of the housing portfolio's annual and subsidiary budgets; prepares and submits final budget documents to approving officials; develops and implements control systems to monitor revenue and expenditures to remain within budget restraints; presents written financial status reports to the Housing and Community Development Division Director and H3S executive staff.
3. Coordinates annual housing and component unit audits; prepares, reviews, and authorizes work papers and consolidated financial reports; develops work schedules to meet audit deadlines; explains accounting policies, procedures and systems to employees and independent auditors.
4. Manages accounts payable and receivable functions; supervises accounts payable and receivable staff, payables and receivables recordkeeping and reporting including annual federal reports; maintains payable and receivable subsidiary ledger; reviews, reconciles and ensures compliance with professional standards and legal requirements.
5. Manages the housing investment portfolio with the objective of maximizing return on investments, safeguarding against loss, and complying with HUD requirements and Authority policy.
6. Oversees the financial health and well-being of the housing real estate portfolio; oversees third-party property management agreements and contract companies; reviews and monitors property performance and cash flow statements; makes recommendations to the Division Director for project refinance, disposition or other financial repositioning.
7. Directs the maintenance and reconciliation of the general and subsidiary ledgers; reviews and approves initial and corrective journal entries; ensures compliance with professional standards and legal requirements; coordinates payroll and benefit administration with Clackamas County; interprets and applies laws, rules, regulations and fiscal policies and procedures to assigned work functions; monitors, coordinates and makes adjustments to fiscal systems.
8. Analyzes data and prepares or oversees the preparation of detailed Federal, State and local financial reports, statements and tax forms; ensures accuracy and compliance with appropriate laws and requirements; stays current with professional and technological trends and standards through participation in workshops, seminars, continuing education and professional memberships.

9. Manages contracts with financial institutions, computer suppliers, and other various contracts to ensure compliance with terms and conditions; directs the purchasing of all equipment and materials not delegated to the Maintenance Division; analyzes housing portfolio insurance requirements; obtains appropriate insurance consistent with purchasing policies and HUD requirements; administers insurance program.
10. Hires, supervises, trains, disciplines, and evaluates staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other departments.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Generally accepted accounting principles, systems, procedures and controls; principles of cost accounting and cost allocation methods; principles of investments including arbitrage laws, debt service and bond requirements; principles of financial reporting; professional standards as established by the Financial Accounting Standards Board and the Government Accounting Standards Board; principles and practices of real estate asset management; principles and practices of public administration, including personnel management; data processing equipment and software applications for accounting systems; federal, state and local statutes, rules and HUD regulations applicable to governmental accounting and financing.

Skill to: Plan, organize and direct financial and administrative operations; research and analyze complex accounting and financial data; communicate effectively both verbally and in writing; direct and supervise the work of subordinate staff; read and interpret complex regulations; analyze existing procedures and develop more efficient methods; prepare and maintain accurate financial reports and records; establish and maintain cooperative working relationships with employees, departments, contractors and the public; implement and use complex computerized financial information and reporting systems.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

The following licensure/certifications are required at the time of hire:

- Active Certified Public Accountant (CPA) preferred.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license and possess and maintain an acceptable driving record throughout the course of employment.