



Housing Authority of Bexar County / San Antonio, Texas 78202
(210) 231-2012 ☐ Fax (210) 225-6976

POSITION DESCRIPTION

TITLE	Director of Government Programs & Finance	SEND RESUME TO	jobs@habctx.org
SUPERVISOR	Executive Director	DEPARTMENT	Operations
REGULAR/TEMP	Regular	FULL/PART	Full-time

Position open until filled

SUMMARY OF WORK PERFORMED:

The Director of Government Programs & Finance is responsible for overall operation of the Housing Authority's Finance department and Assisted Housing programs, under the supervision of the Executive Director. The Director of Government Programs & Finance performs managerial, supervisory, and administrative tasks involved in planning, organizing, coordinating, and directing efforts to provide low-income housing through the Assisted Housing lease program, with *strong emphasis on HUD's Housing Choice Voucher Program*.

Essential Functions:

Government Program Department

- Monitors maintenance of Assisted Housing records to ensure compliance with HUD regulations and Housing Authority policies and procedures concerning housing programs.
- Monitor the occupancy rates of the Housing Choice Voucher Program, Special Programs and Public Housing Program, including the Two-Year Tool.
- Prepares grant applications for additional funding, as well as track and renew current grants.
- Establishes and maintains HUD-required financial records and statistical reports, and assists with HUD monitoring and reviews.
- Analyzes complex financial data, extracts and defines relevant information, and interprets data to determine past financial performance, project feasibility, and process improvements.
- Monitors changes in Federal, State, and local laws and regulations affecting the Section 8 Housing Choice Voucher Program by reading legislative reports, periodicals, and related materials.
- Implement standard operation procedures, reports, and tracking systems to ensure the accuracy and relevance of information and enforces department policies and procedures.
- Coordinates, supervises and identifies training needed in the department's workflow; monitors the department performance, as well as provide counsel for the supervisory staff.
- Conduct audits to maintain the integrity of the programs and the department.
- Oversee and coordinate the annual SEMAP report.

Finance Department

- Oversee accounting and financial administrative functions, financial reporting and compliance.
- Plan and coordinate audits with external auditors including the preparation of the annual audit report.
- Oversee, implement, and evaluate internal controls and best practices.
- Develop and conduct policy, procedures, controls, or actions as needed.
- Prepares and submits reports, budgets, records, and statistical information to the Executive Directive and Board of Commissioners.

- Responsible for maintaining the integrity of the system of accounting, procurement, reporting and all HABC's records.
- Assists with financial and strategic planning for the agency.
- Develop annual budgets.

Knowledge, Skills, and Abilities:

- Considerable knowledge of federal, state, and local laws, rules, and regulations pertaining to the Assisted Housing program, and applicable Housing Authority operating policies and procedures.
- Knowledge of above entities' laws and regulations pertaining to public housing authority management, and of modern principles, practices, and techniques of public housing management.
- Considerable knowledge of Finance and Accounting.
- Ability to communicate clearly and concisely, both orally and in writing.
- Skill in using office machines and equipment such as calculators and computers.
- Excellent computer skills to include Microsoft Office Suite - Word, Excel, PowerPoint, and Access.

Supervision:

The employee receives work assignments and instructions from the Executive Director. Normally, the instructions are broad and general. In unusual situations the supervisor may specify how to accomplish assigned work. The employee performs routine tasks without direct supervision.

Responsibility for Confidential Matters:

The employee will have access to sensitive information, including tenant identification information, EIV, SSN's, financial information, criminal history records, credit history, and tenant wage records. The employee will be required to ensure all confidential information is secured at all times.

Complexity:

The employee is required to exercise personal judgement in making decisions in accomplishing assignments. Non-routine situations are usually discussed with the executive director to determine a resolution.

Work Environment

The employee must occasionally lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is principally sedentary, but may involve eye strain from working with computers and other office equipment.

Salary: Commensurate with experience.

HABC is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

EDUCATION & EXPERIENCE REQUIRED:

- Bachelor's Degree (B.A.) from an accredited four-year college or university in Business Management, Public Administration, Finance, Accounting, or related field, and six years of experience in federal housing programs or related field, with three years or more at a supervisory or managerial level.
- **Preferred:** Master's degree from a four-year college or university and six or more years related experience and/or training; or equivalent combination of education and experience. Certifications: Housing Choice Voucher Manager Certification and Housing Choice Voucher Finance Management.

LICENSE AND CERTIFICATIONS:

- Housing Choice Voucher Manager Certification within 18 months of employment, with no more than two attempts to pass certification allowed.
- Housing Choice Voucher Finance Management Certification within 18 months of employment, with no more than two attempts to pass certification allowed.
- Texas Class "C" driver's license at the time of placement and insurable by HABC liability and fleet insurance carrier.
- Must have the ability to earn certifications as required by assigned tasks.

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