

DIRECTOR OF FINANCE

Williamston Housing Authority (WHA) is recruiting for a Finance Director. This position advises the Housing Authority's Executive Director on the financial aspects of planning, developing, and executing the Williamston Housing Authority's policies and program. Coordinates and administers the Authority policies as defined by its Board of Commissioners. Develops financial policies and procedures. Manages the financial activities of the Authority. Supervises and coordinates the agency's daily activities of fiscal operations, including overseeing the functions related to accounting, financial reporting, auditing, budget administration, revenue collection, inventory administration, and investment of funds by Generally Accepted Accounting Principles (GAAP) and applicable HUD rules and regulations. Implements and monitors operating and other program budgets. Assists in monitoring the quality of the Authority's service and ensures maximum satisfactory performance in all agency areas. Monitors modernization and other grants of the Authority, including assisting the Executive Director in ensuring all reports are submitted to the applicable government agencies on time. Oversees and monitors the management of the Housing Choice Voucher (HCV) Portability Program to ensure timely billing and collections. Briefs Executive Director and Board of Commissioners as needed on financial matters.

Minimum Qualifications:

1. Bachelor's degree in Accounting, Finance, Economics, Public Administration or related field;
2. Six (6) years of related accounting or financial management experience, including three (3) years experience in the public sector or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
3. Strong communication skills and good customer service skills are required.

Special Requirements

Must possess and maintain a valid NC driver's license. Drug testing, criminal background checks, and DMV checks are required

Salary Commensurate with Experience

Job Type: Full-time

Salary Range: \$54,110.00 - \$79,435.20 annually

Benefits:

- Paid Vacation
- Paid Sick Leave
- 13 Paid Holidays
- Paid Medical (Employee Only)
- Employer Paid Contributions to NC State Retirement System

Schedule:

- 4-day work week/10-hour workday

The position is open until filled. Questions regarding this recruitment may be directed to Michael Gaddy, Executive Director at exd@williamstonhousingauthority.org. WHA is an Equal Opportunity Employer.

Contact Information

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Best Method of Contact EMAIL