



**Housing Resources, Inc. (HRI)** (Kalamazoo, MI) has an opening for a full time **Finance Officer**

**Position Type:** Full Time/Exempt

**Applications Due:** January 1, 2016

**To apply** Send **cover letter with salary requirements & resume** to [hr@housingresourcesinc.org](mailto:hr@housingresourcesinc.org) with “Finance Officer” in the Subject Line

The mission of Housing Resources, Inc. (HRI) is to assure housing for socially or economically vulnerable persons of Kalamazoo County. HRI is a recipient of federal, state, and local funds and is the lead housing organization serving our community through the Continuum of Care (CoC) and other community collaborations and systems.

**PRINCIPAL RESPONSIBILITIES:**

Leads, directs, and provides administrative oversight in the areas of all financial management systems as follows:

- Guide financial decisions by establishing, monitoring and enforcing accounting policies and procedures.
- Prepares budgets and reports in a timely manner as required by funders, the HRI Board of Directors and government agencies pursuant to grant purposes, coordinating with key staff as needed overseeing the grants management process.
- Facilitate monthly program reporting of revenues and expenses by cost centers, departments, and funding sources to determine per unit costs using fund accounting principles as required by funders, restricted contributions and governmental agencies.
- General financial planning and reporting as it relates to account receivables and accounts payables. Reconcile all deposits with funding source and post to general ledger.
- Coordinate and serve as bi-weekly back-up to all payroll processes including monitoring payroll tax deposits and reports prepared by the payroll administrator, etime, and any other vendor or system in conjunction with the Director of Operations.
- Assists in coordinating benefit activities such as compensation and benefits.
- Provide status of agency’s financial condition by collecting, interpreting, analyzing and reporting financial data, maximizing the agency’s financial and cash management position.

- Enforce internal controls through developing and maintaining written procedures for all accounting functions.
- Preparation, interpretation and presentation of the agency's financial operating results with timely fiscal reporting on a monthly and annual basis to key staff and Board of Directors.
- Oversee the preparation and submission of all property/affiliate development reports required by funders during the property development process.
- Oversee the financial activities of HRI's subsidiary entities: KAHC, Rickman House, Pinehurst Townhomes, Summit Park Apartments and Rosewood Community, assisting with asset and property management performance targets for each HRI-owned property.

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

Bachelor's degree in accounting or finance with a minimum of five years accounting-related experience required. Computer knowledge and experience required. Direct experience with personnel management and non-profit accounting preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of accounting principles and practices including experience in budgeting and financial administration, and data analysis  
Excellent computer knowledge, literacy and experience required  
High task orientation and ability to work with and through other people as part of a team while also performing responsibilities independently  
Must be able to motivate others through effective leadership  
Maintain an energetic approach and have a strong work ethic  
Ability to work effectively with diverse populations  
Maintain a valid driver's license.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.