

HOUSING RESOURCES, INC.
JOB DESCRIPTION

JOB TITLE: Finance Officer

DEPARTMENT: Operations

REPORTS TO: Associate Director

STATUS: Exempt

DIRECT REPORTS: Staff Accountant

BASIC PURPOSE:

Housing Resources, Inc. (HRI) is a non profit housing agency whose mission is to assure housing for socially and economically vulnerable residents of Kalamazoo County. HRI offers an array of services from shelter to permanent supportive housing and is supported by numerous entities such as federal, state, and local government, foundations, corporations and individual donors. The Finance Officer is responsible for the oversight of HRI and affiliates' financial management systems. These activities are to be accomplished within the framework of Housing Resources, Inc. policies and procedures, to include HRI's Customer Service Standards under the overall direction of the Associate Director and/or the contracted Accountant. Interested candidates should forward their resume along with a cover letter to hr@housingresourcesinc.org.

PRINCIPAL ACCOUNTABILITIES:

- Guide financial decisions by establishing, monitoring and enforcing accounting policies and procedures, as recommended by the independent accountant hired by the HRI Board of Directors.
- 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 financial grant 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.
- Supervises assigned staff by offering direction/coaching, training, and regularly scheduled supervisory sessions. Approve time off and overtime. Provides both formal and informal feedback to assigned staff regarding job performance in a timely and supportive manner. Initiates timely disciplinary documentation and improvement plans for below average/unsatisfactory performers to include terminations if necessary. Recommends promotions and pay increases for assigned staff to maintain a complete, competent and motivated staff.
- Reconcile all deposits with funding source and post to general ledger.

- General financial planning and reporting as it relates to account receivables and accounts payables.
- 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 Associate Director.
- Assists the Employee Relations Manager in coordinating benefit activities such as compensation, benefits and employee services.
- Assists the Employee Relations Manager in maintaining records of benefits plans participation such as insurance and retirement plans, terminations and employee statistics for government reporting.
- Provide status of agency's financial condition by collecting, interpreting, analyzing and reporting financial data, maximizing agency's financial and cash management position.
- Enforce internal controls through developing and maintaining written procedures for all accounting functions.
- Provide staff assistance to the independent auditor and any other fiscal monitoring and compliance visits by funders.
- Maintain and manage the internal computerized accounting system, implementing operating efficiency across departments and within the agency.
- 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, Summit Park and Rosewood, assisting with asset and property management performance targets for each HRI-owned property.
- Preparation of financial schedules and adjustments for auditing purposes as directed by the independent accountant hired by the HRI Board of Directors.
- Coordinate with key staff, funders, independent accountant hired by the HRI Board of Directors and other key partners on financial operations.
- In the event of staff absences (i.e., paid time off, medical leaves of absence), will perform additional responsibilities as necessary to meet department and/or agency outcomes and objectives. Execute cross-training/back-up processes to meet on-going direct client services to accomplish the Agency's mission to support housing needs.
- Must have the ability to exercise considerable judgment and discretion in establishing and maintaining good working relationships with participants in the agency's services, elected

officials, partners, vendors, board and committee members, department heads, and other governing agencies and funders.

POSITION SPECIFICATIONS/SCOPE:

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:

Computer knowledge and experience required.

Experience with grant management.

Experience working with a diverse group of individuals.

Must maintain confidentiality.

Demonstrated experience communicating in large groups and with formal writing techniques.

Ability to maintain a compassionate and professional manner including a demonstrated ability to manage conflict.

Must possess strong organizational skills.

Demonstrated experience with coordinating community resources.

Must be flexible with demonstrated experience working independently and as a team member.

Professional work and punctuality habits are necessary to accomplish organizational goals.

Provides strong leadership representation toward agency goals and mission.

Maintain a driver's license.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.