DIRECTOR OF FINANCE
June 2017

Adams County Housing Authority (ACHA) serves county residents for whom conventional housing is unaffordable. We assist individuals, families, seniors and persons with disabilities throughout all of Adams County, including the rural and unincorporated areas. Our goal is to provide these households with quality, affordable housing options while supporting their efforts to achieve economic self-sufficiency. ACHA has an operating budget in excess of $35 million, and administers state and federally funded grant programs; Section 8 Housing Choice Voucher program through contracts with HUD; Housing Counseling (foreclosure prevention and Home Ownership); owns and operates over 1400 housing units, is in partnerships for an additional 1200 units; and facilitates real estate development.

ACHA is currently seeking a strategic and experienced Director of Finance to have primary responsibility for managing all the core financial functions that support the organization's mission and reflect the priorities of ACHA. Reporting directly to the Executive Director and working closely with other managers, the Director of Finance assures implementation of program-wide strategic initiatives and policies. This role is an exciting opportunity for a results-oriented management professional to have a tremendous impact by developing financial solutions to improve the efficiency and effectiveness of a wide range of services.

SUMMARY OF POSITION RESPONSIBILITIES

- Directs and oversees budgeting, audit, tax, accounting, purchasing, insurance activities, and other areas as assigned for the organization. Leads the team engaged in all facets of financial operations for the Adams County Housing Authority (ACHA) to provide excellent internal and external customer support. Provides support to the Executive Director and performs duties of the Executive Director, as requested, to facilitate the effective ongoing operation of the organization and all managed entities. Establishes operating policies, procedures, controls and reporting systems; responsible for the overall integrity and accuracy of the financial systems in accordance with generally accepted accounting principles. Analyzes operating performance against plans, trends, budgets or other standards and provides advice to management deemed appropriate or requested. Designs and coordinates preparation of financial statements and reports required to provide accurate financial information to management and the Board of Commissioners.

The ideal candidate will have

- A strong dedication to ACHA's mission and the belief that everyone deserves a safe and healthy place to live regardless of income, nationality or social status
- A high level of intellectual curiosity
- Strong oral and written communication – ability to translate housing and financial concepts into materials for distribution to a broad audience
- Strong proficiency over a wide range of social media platforms
- A background in Affordable Housing is preferred but not required

Education/Experience:

- Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience. CPA desired.

- Expert knowledge of accounts receivable and accounts payable policies and processes; HUD Guidelines including Public Housing and Section 8/Housing Choice Voucher Programs real estate financing and real estate asset management accounting and projections; Generally Accepted Accounting Principles and Governmental Accounting Standards Board Statement 34
- Expert people management skills
- Solid knowledge of the Low Income Housing Tax Credit Program, tax-exempt bond financing, and mixed-finance development.
- Demonstrated verbal and written communication skills with the ability to effectively communicate and interact with all levels of personnel and the general public
- Solid public speaking and presentation skills**.**
- Standard office software (YARDI, Microsoft Excel, Word, and Powerpoint)

Please submit cover letter, resume and salary requirements to:
Adams County Housing Authority
Attn: HR
7190 Colorado Blvd.
Commerce City, CO 80022
Fax: 720-230-5017
jobs@achaco.com

Adams County Housing Authority offers competitive compensation and an excellent benefit package which includes: medical, gap insurance, dental, vision, life, short term and long term disability, 401(k) match and participation in the Public Employer's Retirement Association. ACHA is an Equal Opportunity Employer. ACHA provides, to the great extent possible, employment, on the job training and contract opportunities for low – and very-low income residents in connection with projects and activities administered by the Housing Authority. We are an Equal Opportunity Employer, Gender/Minority/Veterans/Disabled.