



## **JOB ANNOUNCEMENT**

**Eligibility: Pueblo Housing Authority Employees  
And Qualified Public**

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October 1, 2020

The Housing Authority of the City of Pueblo has an opening for the position of Deputy Chief Financial Officer. This is a full-time position with a salary range of \$75,000-\$80,000, based on experience. Please review the attached job description and qualifications carefully before completing an application.

If you have any questions regarding this position, please contact Deb Dagnillo in the Human Resources Department.

Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave, between 8:00 a.m. and 4:30 p.m. or on our website at [www.hapueblo.org](http://www.hapueblo.org). Job posting will remain open until the position is filled.

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# HOUSING AUTHORITY OF PUEBLO

**Date: 10/2020**

**Title: Deputy Chief Financial Officer**

## **General Purpose**

Under the direction of the Director of Finance, the Deputy CFO serves a key role with managing and coordinating the overall financial, accounting, and fiscal reporting activities for the Housing Authority of the City of Pueblo. The Deputy CFO provides leadership and guidance as well as performing a variety of accounting functions and responsibilities. May perform other duties as assigned by supervisor.

## **Essential Duties and Responsibilities**

- Establishes and maintains a system of accounts, records, and reports which shall reflect the financial status of the Housing Authority owned and operated properties and managed properties.
- Analyzes accounting and financial problems that require interpretation of regulations, guidelines, and compliance issues.
- Manages financial and regulatory risk, including monitoring compliance with legal requirements, evaluating financial reports for compliance with regulations, and performing related tasks.
- Understands and reviews contracts
- Recommends and implements financial policies, procedures, and systems to ensure proper management of Housing Authority finances.
- Supervises the Accounting staff to include prioritizing and assigning work; conducting performance evaluations; coordinating staff training; and implementing hiring, discipline, and termination procedures.
- Provides financial guidance to management staff.
- Coordinates and manages Housing Authority budgets, including monitoring budget accounts, allocating budgets preparing budget revisions and reviewing budget calculations.
- Establishes and maintains effective working relationships with employees, public officials, other agencies, the public, and vendors.

## **Education, Training and Experience**

Four-year degree in Accounting or Business Administration from an accredited college or university or equivalent work experience. Master's degree and/or CPA preferred.

Five years of progressively responsible accounting experience, one year of which is in low-income housing or a closely related field, or equivalent combination of experience and education.

### **Knowledge and Qualifications**

Considerable knowledge of HUD regulations; applicable federal, state, and local laws, regulations, and guidelines, and modern principles, practices and techniques of accounting, budgeting, financing, and financial reporting procedures, and requirements.

Good knowledge of modern principles, practices, and techniques of public housing management, and HUD accounting handbooks and guidelines. All records are audited annually by an Independent Public Accountant.

Thorough knowledge of computer-based accounting systems and experience with PC spreadsheets/word processing, data bases, particularly Microsoft software programs.

Excellent knowledge of public housing operating policies, procedures, and HUD regulations.

Bondability.

Ability to establish and maintain effective working relationships with subordinates, coworkers, and persons outside the HACP.

Valid Colorado driver's license.

Eligibility for coverage under HACP fleet auto insurance.

### **Materials and Equipment Used**

Standard office materials and equipment

### **Supervisory Responsibilities**

Supervises and ultimately responsible for the Accounting department. Assigns and reviews work. Participates in hiring and firing recommendations and makes disciplinary action decisions. Provides technical guidance and training to staff.

### **Working Environment and Physical Requirements**

The employees' work is principally sedentary, but may involve some physical exertion such as kneeling, crouching, or lifting to obtain files and records, and eye strain from working with computers and other office equipment.

The work involves the normal risks and discomforts associated with an office environment but is usually in an area that is adequately heated, lighted and ventilated.

***The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel within this classification.***