

JACKSON HOUSING COMMISSION



REVISED 5.24

POSITION TITLE: CONTROLLER

REPORTS TO: EXECUTIVE DIRECTOR

FLSA STATUS: EXEMPT

GENERAL DESCRIPTION: Under the general direction of the Executive Director, the Controller is responsible for planning, directing, monitoring, and evaluating the services and activities of the Finance Department. The classification oversees the areas of accounting, payroll, budget, and contracting and procurement functions; coordinates assigned activities with other departments, and serves as an internal consultant to executive and senior management staff and the Authority Commission on sensitive and/or complex finance issues.

ESSENTIAL FUNCTIONS:

1. Plans, directs, monitors, and evaluates the services and activities of the Finance Department and JHC Operations. Recommends and implements Commission goals, objectives, policies, and procedures pertaining to the operations of the department.
2. Provides direct supervision to professional, technical, and clerical personnel responsible for the performance of the activities of the department; assigns work activities and projects; evaluates work performance; in consultation with the Human Resources Division, coordinates the provision of staff training and development activities, and implements progressive disciplinary actions, as required.
3. Work in unison with the Fee Accountant; recommends for approval the annual operating budget for the Commission, for all operating divisions (including, but not limited to: Public Housing, Section 8, COCC, Capital Funds, etc.).
4. Review all Capital Fund requisitions to verify availability of funds
5. Oversight of all key finance processes; accounts receivable, accounts payable processes, grant allocation; consulting services, petty cash, timely payments of invoices
6. Prepare, communicate, work in cooperation with Fee Accountant as contact for the annual financial audit, and any other audit or investigation that requires financial input.
7. Implements the budget as approved. Provides training for JHC staff. Prepares forecasts for additional funds for staffing, consulting services, purchases, equipment, materials, and supplies, as required.

8. Conducts or assists in conducting internal audits of a variety of accounting and financial ledgers, logs, records, and files using standard protocols developed by the Executive Director/Fee Accountant to ensure accurate reporting and appropriate
9. resolution of discrepancies and correction of errors.
10. Submits monthly, quarterly, and annual financial reports and budget to Federal, state, and local agencies and others
11. Serves as the backup to the LOCCS Officer for all HUD grant programs
12. Oversees all procurement and contract compliance functions of the Commission.
13. Oversees the financial activities of the Commission, including accounting, revenue collection, payroll, budget preparation, grant allocation, accounts payable, accounts receivable
14. Directs finance and procurement activities and the maintenance of records on behalf of the Commission. Prepares reports and presents related documentation to the Executive Director and/or the Board of Commissioners, as required.
15. Develop a system of inventory control; schedules of asset depreciation
16. Ensure financial compliance with all regulatory requirements.
17. Review and update internal controls; policies and procedures.
18. Oversee the preparation and maintenance of payroll, utility consumption and cost records, rental assistance programs administrative reimbursement records, and various other administrative records, as required.
19. Prepare and maintain investment, security deposit, property equipment registers; vendor files.
20. Submits monthly, quarterly, and annual financial reports and budget to Federal, state, and local agencies and others
21. Act as liaison to external stakeholders
22. Execute cross training/backup processes to meet ongoing direct client services
23. Perform typing tasks such as memos, lists, reports, forms completion and letters.
24. Perform work of lower classified employees, as assigned.
25. Perform other assigned tasks as required or in a learning capacity.

The above statements are intended to describe the general nature and level of work being performed by people assigned this position. Such statements are descriptive and explanatory, but not restrictive. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. The listing of examples of duties does not preclude the assignment of other tasks of related kind or character or of lesser skills.

SKILLS REQUIRED: Strong leadership and management skills; excellent communication and interpersonal skills. Strong analytical, computer skills, honesty and integrity, strong knowledge of budgetary

EDUCATIONAL BACKGROUND: Master's Degree preferred. Minimum accepted Bachelor's Degree in Finance, Accounting, or similar academic field plus five (5) years' experience in accounting and/or bookkeeping. Prior experience working with housing authorities a plus.

BENEFITS: Salary range \$68,000-\$80,000 depending on level of experience. Excellent benefit package consisting of medical, dental, vision, prescription; defined pension plan; EAP; accrued vacation and sick time; sixteen paid holidays; \$30,000 in life insurance. Hours of work – Monday-Friday 8:00 am – 4:00.

Equal Opportunity Employer

Send Resume/Cover Letter to:

Human Resources

Attn: Controller

Jackson Housing Commission

301 Steward Avenue, Building C

Jackson, MI 49201

E-mail: jobs@jacksonhousing-mi.org

Fax: 517 990 0181