FINANCE MANAGER
WAKEFIELD HOUSING AUTHORITY
26 CRESCENT STREET, WAKEFIELD, MA 01880
SUPERVISOR: EXECUTIVE DIRECTOR

General Description:

The Finance Manager is responsible for all operations dealing with the expenditure and collection of housing authority funds. This includes accounting functions, office manager duties, and work with the fee accountant.

Duties and Responsibilities:

1. Manage the computer accounting systems pertaining to tenant accounting, rental assistance payments, payroll, cash receipts and disbursements, accounts payable and receivable, bank reconciliations, journal entries and general ledger plus other accounting and administrative functions.

2. Collects accounts receivables (rents). Maintains tenant rent rolls.

3. Coordinates with the Housing Manager and Director of Leased Housing monthly to create ACH files for the collection of rents and rental assistance payments.

4. Payroll/benefits administration: Maintains records. Attend meetings as required. Assist employees with benefits decisions and claims.

5. Responsible for completeness and accuracy of all budgetary and financial records of the Authority as required by EOHLC and HUD.

6. Using the office PHA Web computer system, performs a variety of accounting tasks with guidance provided by the Fee Accountant.

7. Responsible for the maintenance of Accounts Payable by checking vendor invoices/purchase orders. Properly allocates costs.

8. Transfers funds to programs and bank accounts as needed. Reconciles all bank statements.

9. Serves as bank liaison, including making deposits in person and updating Board Members/Signers when necessary.

10. Controls Petty Cash as per policy.

11. Prepares monthly reports of accounts payable, cash disbursements and bank balances by program for Board Meetings.

12. Maintains utility usage registers.

13. Maintains insurance and contract records. Ensures that services and goods are purchased according to procurement policy.

14. Prepares payroll according to budget. Maintains employee records and acts as Group Insurance Coordinator. Prepare weekly, monthly, quarterly and annual reports as required.

15. Maintains ledgers/reports, as required.

16. Maintains inventory control.

17. Assists and coordinates with the maintenance of the computer; copier; telephone; fax; and mail systems.

18. Perform other financially connected activities as requested by the Executive Director.

QUALIFICATIONS/REQUIREMENTS

1. Bachelor's Degree preferred. Extensive experience will be considered.
2. Accounting experience for a minimum of two years.
3. Two years' experience working with a computerized financial system, preferably PHA Web.
4. Strong organizational and time management skills.
5. Skilled in customer service and communication.
6. Ability to work independently and collaboratively with coworkers and vendors.
7. Valid driver's license and background check required.

To apply, email resume to mhickey@wakefieldhousing.org or mail to Wakefield Housing Authority, 26 Crescent Street, Wakefield, Ma 01880, Attention: Maureen Hickey, Executive Director. Applications will be accepted until the position is filled.

Wakefield Housing Authority is an Equal Opportunity Employer