

JUNE 27, 2019

JOB TITLE: CHIEF FINANCIAL OFFICER

**FINANCE, ADMINISTRATION & INFORMATION TECHNOLOGY
DEPARTMENT**

Under limited supervision, the Chief Financial Officer (CFO) has overall responsibility for the management of general administrative staff, human resources/payroll, information technology, file compliance audits, agency plans, procurement and financial and accounting operations including budgeting, general ledger accounting, tenant accounting, and internal and external audits, for the Greensboro Housing Authority (GHA or Authority). The CFO establishes and maintains appropriate financial control and accountability to ensure fiscal integrity and cost efficient operations, resulting in efficiencies and accountability in all areas of operation. Designs and implements appropriate systems for the Authority programs including, HUD's Rental Assistance Demonstration program (RAD) and the North Carolina Housing Finance Agency's Low Income Housing Tax Credit programs (LIHTC). Employee must exercise independent judgment, initiative and attention to detail in performing the duties of the position. Employee must also exercise tact and courtesy in contacts with federal and local officials, auditors and departmental personnel. Valid NC driver's license required. Reports to the Chief Executive Officer (CEO). This is an exempt position under FLSA.

Bachelor's degree in accounting or a related field and 10 years of experience in financial and accounting management, financial analysis, budgeting systems and analysis, and computerized accounting system; information technology management; procurement policy and related regulations; human resources management and administration; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Public Housing, Rental Assistance Demonstration (RAD), LIHTC and other affordable housing experience is desirable. Must have an active CPA certificate. Must be knowledgeable in HUD online systems (REAC Secure System). Knowledge of general public housing software is desirable. Valid NC driver's license required. . Send resumes to Human Resources at shunt@gha-nc.org. We abide by the Drugfree Workplace Act, which includes pre-employment testing. GHA participates in e-verify.

All applicants must apply online at www.gha-nc.org. Send resumes to Human Resources at shunt@gha-nc.org.

Closing Date: Open until filled

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. All applicants must apply directly to the main office at 450 N. Church St. We abide by the Drugfree Workplace Act, which includes pre-employment testing.

GHA participates in E-Verify. To access E-Verify's Participation Posters visit www.dhs.gov/e-verify and then go to *Publications*

