POSITION TITLE: Finance Manager
DEPARTMENT: Finance
SUPERVISOR: CEO
SALARY: Level 8, $72,375.94 – $100,185.23, Exempt
HOURS: Monday – Friday, 8:00 – 5:00, Flexible
LOCATION: Longview, WA

POSITION OVERVIEW:
Under the direction of the CEO, this position supervises all accounting staff. The Finance Manager will provide service to the agency by performing a variety of accounting and financial duties related to the business and financial operations of the agency. Specific duties may change over time.

BENEFITS DESCRIPTION:
HOSWWA offers employees and their eligible family members the option to enroll in medical, dental, vision, and/or supplemental life insurance. Employees are also covered by Basic Life and Accidental Death and Dismemberment and Long-Term Disability insurance.

All HOSWWA employees are members of the Public Employees Retirement System (PERS) administered by the Washington State Department of Retirement Systems (DRS). Employees may also contribute funds to Deferred Compensation Program (DCP), a 457(b)-tax deferred savings plan run by the DRS.

Employees receive 14 paid holidays per year, paid sick leave accrual at a rate of 8 hours per month, and, following 6 months’ orientation, paid annual leave starting at 40 hours per year.

Other benefits include two Employee Assistance Programs (EAP) and access to student loan forgiveness through Public Service Loan Forgiveness (PSLF).

JOB DUTY OUTLINE:
1. Supervision of Accounting Staff
   a. Monitors, assists, and makes recommendations to maintain the efficiency of the accounting department.
   b. Supervise and provide on-going technical assistance and direction to subordinate staff, including recruiting, selecting, and training. In addition, performing performance reviews tied to job descriptions, organizational development, and employee relations.

2. Tenant Accounting
   a. Audit monthly rent rolls and calculate vacancy dollars.
   b. Monitor and troubleshoot tenant ledgers, assist property management staff, and run reports as needed.
   c. Monitor and reconcile tenant security deposit ledgers and tenant aged receivable ledgers.
3. **Cash Management and Banking**
   a. Prepare monthly reserve transfers.
   b. Prepare wire and ACH payments as needed.
   c. Prepare any other required bank business.
   d. Reconcile monthly bank statement.

4. **General**
   a. Calculate, create, and data input accounting entries.
   b. Prepare and maintain financial spreadsheets, schedules, and records, perform calculations, analysis, and reconciliations of general accounts.
   c. Import semi-monthly payroll from agency payroll software – Paylocity.
   d. Prepare and assist with year-end accounting and reports.
   e. Prepare and assist with monthly Board financials.
   f. Prepare quarterly financials for funders as needed.
   g. Assist with yearly budget.
   h. Prepare monthly HUD Voucher Management System financial reporting.
   i. Perform filing, and records management according to established procedures, and perform clerical tasks as needed.
   j. Assist colleagues with other tasks and special projects as needed and provide coverage in their absence.

**SKILLS AND ABILITIES:**

2. Knowledge of auditing practices.
4. Effectively use Microsoft suite of software programs, with proficiency in Excel.
5. Operation of a computer and assigned software.
6. Interpersonal skills using tact, patience, and courtesy.
7. Learn and comply with relevant agency policies and procedures.
8. Work independently.
9. Read, interpret, apply, and adhere to rules, regulations, policies, and procedures.
10. Maintain records, archive documents according to regulations, and prepare reports.
11. Professionally and tactfully communicate in English both verbally and in writing.
12. Effectively plan and organize work to meet schedules and timelines.
13. Demonstrate a high level of attention to detail.
14. Follow written and verbal instructions.
15. Uphold the values of the agency and work in support of our mission and strategic plans.
16. Establish and maintain cooperative and effective working relationships with others.

**QUALIFICATIONS** (Education/Experience):

1. Education: Associate Degree in Accounting and two years of paid experience in finance, accounting, or similar position.
2. Must have proficiency with 10 key calculator, computers, and telephone.
3. Must have a valid Washington State Driver’s License or ID.
4. Must furnish proof of an acceptable driving record (per Authority vehicle liability insurance provider guidelines) from the Department of Motor Vehicles.
6. Prefer experience in YARDI software.

WORKING ENVIRONMENT:
Office environment which may require extended periods of time sitting at a desk.

PHYSICAL: which may require minimal lifting, bending, carrying, or pushing.

MENTAL: which may include working with people under pressure and working with interruptions from staff, all while maintaining a courteous, professional, and tactful demeanor.

EQUAL OPPORTUNITY EMPLOYER:
All qualified applicants are welcome without regard to gender, gender identity or gender expression, sexual orientation, race, ethnicity, or cultural identity, national origin, religion, age, veteran status, genetics, or disability. We encourage minorities, LGBTQ, veterans, and individuals with disabilities to apply.

ORGANIZATION CHARACTERISTICS:
Housing Opportunities of SW Washington is a public organization created under the Housing Authorities Law of the State of Washington. Created in 1976, the Authority's jurisdiction of responsibility includes: Cowlitz, Lewis, Pacific, and Wahkiakum Counties. HOSWWA administers various federal housing programs, locally owned properties, and Section 8 Housing Assistance Payments Programs. It also owns and manages federally funded USDA Rural Rental Multi-Family Housing, and operates several programs designed to expand affordable housing opportunities.