

**JOB OPPORTUNITY  
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

<b>JOB TITLE: CONTROLLER</b>	
<b>MINIMUM SALARY: \$85,000/annually</b>	
<b>DEPARTMENT:</b> Finance	<b>SECTION:</b> Financial Reporting
<b>HOURS OF WORK:</b> 8:00 AM - 4:40 PM	<b>EMPLOYEE UNIT:</b> Exempt
<b>POSTING DATE:</b> April 28, 2009	<b>APPLICATION DEADLINE:</b> Until Position is filled.

**SUBMIT APPLICATION TO:** Department of Human Resources  
Cincinnati Metropolitan Housing Authority  
16 West Central Parkway  
Cincinnati, Ohio 45202

**SUMMARY:** This position will be responsible for establishing and maintaining appropriate financial controls and accountabilities to ensure fiscal integrity and cost efficient operations. The position will supervise the budgeting, general ledger accounting, and tenant accounting staff. This position reports directly to CMHA's CFO and Director of Administration.

**ESSENTIAL FUNCTIONS:** include, but are not necessarily limited to:

- Responsible for cash management and reporting for all agency programs daily;
- Manage daily, monthly and annual accounting functions and financial reporting including all HUD required reporting;
- Analyze operating results, develop and recommend benchmarks for financial and operating measurements;
- Direct financial audits and provide recommendations for procedural improvements;
- Ensure compliance with local, state and federal reporting requirements;
- Responsible for coaching, motivating, and developing personnel and promoting teamwork environment with accountability;
- Manage the accounting operations of the Agency including budgeting, auditing, payroll, accounts payable and receivable, general ledger and financial reporting in accordance with generally accepted accounting principles, internal policies and procedures and funding agency regulations and guidelines.
- Prepare budget recommendations, requests, reports, proposals and/or projections.
- Review fiscal operations to ensure integrity, accuracy and control of data.
- Develop and/or interpret fiscal statements and reports.
- Ensure compliance with applicable HUD, federal and/or state laws, regulations, and/or agency rules, standards and guidelines, etc.
- Act as a resource for management and staff; provides technical support within area of responsibility.
- Supervise subordinate personnel including: hiring, determining workload and delegating assignments, training, monitoring and evaluating performance, and initiating corrective or disciplinary actions.
- Ensure compliance to all bargaining unit agreements;
- Perform additional duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Degree in Business Administration with emphasis in finance/accounting, or equivalent combination of education and experience;
- Minimum of ten (10) plus years of experience with previous and/or current positions held as a Controller or Accounting Director.
- Ability to work with mixed finance tools including tax credits, bank funds, HUD and other public and private sources of funding;
- Extensive experience in preparing financial projection and housing pro forma and related analysis;
- Must be able to listen, assess situations and make objective decisions;
- Demonstrated ability to improve productivity among staff, work with private entities in real estate partnerships;
- Must have a strong ability to read, interpret, understand and explain documents such as processes, federal guidelines and regulations and agency reports;
- Excellent written and verbal communication skills;
- Demonstrated skill in giving presentations and organizing financial information in an understandable format;
- Working familiarity with financial applications on a computerized database; and

- Working knowledge of personal computers, with demonstrated ability to use advanced computer applications such as Excel, Word and Access.

**PREFERRED QUALIFICATIONS:**

- Certified Public Accountant;
- Five (5) years experience in public sector fiscal and budgeting activities;
- Familiarity with Generally Accepted Accounting Principles (GAAP) and zero-based budgeting concepts;
- Working familiarity with financial applications on the PICK Operating System;
- Working knowledge/experience with a UNIX-based system; and
- Demonstrated history of successful interaction and involvement with community-based organizations involving persons of low income.

**OTHER:** The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The incumbent may have no more than 4 accumulated points in 3 consecutive years.

**Note:** As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check, and motor vehicle check.

*Equal Opportunity Employer/Equal Housing Opportunities*