

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE:

Finance Director

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
D	6	1	Exempt	Accounting	Chief Financial Officer

CLASS SUMMARY:

This position is responsible for directing the analysis, monitoring, and preparation of financial statements and reports. Responsibilities may include supervising staff; facilitating financial audits; and reviewing financial documents.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; coordinating staff training; and implementing hiring, discipline, and termination procedures.
2.	Coordinates planning for related audits.
3.	Reviews invoices, journal entries, financial statements, and related documents to ensure proper completion.
4.	Assists in preparing financial statements and budget reports.
5.	Prepares various journal entries.
6.	Monitors cash management, including: ensuring proper cash flow; reviewing investment opportunities to ensure compliance with policies; and performing related tasks.
7.	Analyzes regulations to determine impact on accounting priorities, financial constraints, and financial reporting functions of the department.
8.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

Bachelor's degree in Accounting or related field; 8-10 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- Certified Public Accountant -Preferred

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Applicable federal, state, and local laws, rules, and regulations;
- Computers and related software;
- Supervisory principles;
- Accounting standards;
- Financial audit requirements;
- Budgetary principles;
- Financial document requirements;
- Methods of preparing reports.

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Independent Judgment/Decision Making/Problem Solving:

Develops objectives and general policies and procedures for a specific program or functional area of responsibility within general scope of established operational goals and plans. Day-to-day work and decisions do not require direction or review by immediate supervisor. Frequently solves complex problems. End results are reviewed by supervisor. Strategic issues are referred to supervisor.

SKILLS (position requirements at entry):

Skill in:

- Supervising staff;
- Using computers and related software;
- Interpreting laws, rules, and regulations;
- Coordinating plans for audits;
- Reviewing financial documents;
- Preparing reports;
- Monitoring cash management;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR