



Main Office - Department of Housing
264 Harbor Blvd., Building A Belmont, CA 94002-4017

Housing Community Development
Tel: (650) 802-5050

Housing Authority of the County of San Mateo
Tel: (650) 802-3300

Website:
www.smchousing.org

E-mail:
housing@smchousing.org

Open Recruitment for Financial Services Manager

The Housing Authority of the County of San Mateo (HACSM) in Belmont, California, is a high performing Moving To Work (MTW) agency. We're looking for an experienced and motivated candidate to join our team of dedicated professionals as the Financial Services Manager.

San Mateo County is in the heart of the San Francisco Peninsula. It offers a wide range of recreational pursuits, economic opportunities, and numerous attractions. The 778,000 residents of the County enjoy the benefits of rural open space, temperate climate, and clean air, as well as proximity to San Francisco and San Jose.

In collaboration with the Executive Director and senior management team, the Financial Services Manager oversees all financial aspects of the Housing Authority's operations, including financial accounting systems, internal controls, internal and external reporting, and compliance with government regulations. As a key stakeholder of the agency's leadership team, the Financial Services Manager will help identify staffing resources and define the agency's strategic business plans and monitor and evaluate their financial effectiveness.



Competitive candidates will have experience with housing authorities, HUD, and/or Section 8. Experience with the Voucher Management System (VMS), Real Estate Assessment Center (REAC), GASB or GAAP, and/or Microsoft Excel is highly desired.

HACSM provides housing assistance to over 6,000 low-income families throughout San Mateo County with an annual budget of more than \$100 million. HACSM is a component unit of the County of San Mateo but a separate entity that utilizes different case management and financial reporting systems from the County. In addition, HACSM has separate payroll and benefits from the County of San Mateo; HACSM employees are not County employees.

Position: Financial Services Manager - regular, full-time, management (non-represented)

Posting Date: April 25, 2023

Deadline Date: Open until position is filled; the position could be filled at any time.

Salary & Benefits: The current salary range for this position is \$133,983 to \$167,492 annually. HACSM offers a comprehensive benefits package that includes health insurance (Kaiser), dental and vision coverage, life insurance, 13 paid holidays per year, vacation leave, sick leave, administrative leave (for management employees only), flexible spending accounts (FSA) for childcare and unreimbursed medical expenses, and a defined contribution retirement plan.

SUPERVISION RECEIVED AND EXERCISED

The Financial Services Manager receives general direction from the Department of Housing Director, who also serves as the Housing Authority Executive Director. The position will exercise direct supervision over one Senior Accountant, three Accountant I/II's and one Payroll/Personnel Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may also be assigned:

- Direct, manage, and oversee all financial and accounting functions associated with the Housing Authority program areas.
- Review, recommend, and administer accounting policies and procedures to assure compliance with GAAP and GASB.
- Evaluate internal controls and segregation of duties; enforce checks and balances in all accounting processes.
- Prepare Balance Sheet analyses, coordinate performance of annual audits by external auditors and various federal and state auditors.
- Create the Management's Discussion and Analysis (MD & A) and Notes to the Financial Statements to meet annual audit requirements.
- Review Financial Data Schedules (FDS) at fiscal year-end and submit unaudited and audited financial information to HUD through the Real Estate Assessment Center (REAC).
- Prepare and submit all HUD and REAC financial statements and required financial information throughout the year and at the year-end within stipulated deadlines.
- Day-to-day responsibility for planning, implementing, managing, and controlling all financial-related activities.
- Complete accurate financial reports (monthly/quarterly/annually).
- Oversee the general ledger accounting functions.
- Ensure financial compliance with financial audits and regulatory requirements.
- Direct the preparation of a wide variety of financial statements and reports.
- Develop pertinent accounting procedures, plans, coordinates and reviews the priorities of the complete financial program of the Housing Authority.
- Ensures all record-keeping tasks are properly performed in accordance with HUD's regulations, as well as GAAP.
- Oversee payroll and benefits program administration.
- Prepare full disclosure governmental enterprise financial statements including statement of net assets, statement of activities, statement of cash flow, and all notes concerning the Housing Authority's assigned program areas.

JOB COMPETENCIES

- Knowledge of HUD regulations and PHA policies and procedures.
- Ability to read, interpret, and analyze HUD regulations, PHA policies, and guidelines to make sound decisions.
- Knowledge of advanced principles and practices of public accounting.
- Knowledge of advanced principles of financial and actuarial forecasting and financial analysis.
- Preparing complex financial, program, and statistical statements and reports.
- Analyzing, defining, and correcting accounting discrepancies.
- Supervising and evaluating the work of subordinates; leading, planning, and prioritizing

- workloads.
- Establishing and maintaining effective working relationships with internal and external customers.
- Effectively present information and respond to staff, managers, clients, and customers.
- Define, resolve, and correct complex problems; collect data, establish facts, draw valid conclusions.
- Operate Windows-based computers and Microsoft Office products such as Excel, Outlook, and Word.
- Read, write, and prepare reports, business correspondence, and procedural manuals in English.

EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Equivalent to a bachelor's degree (120 units) in Business Administration, Accounting, Finance or any equivalent degree within a generally related field of business, business administration or accounting from an accredited college.

Experience which would be equivalent to and substituted for the educational requirements would be from any employment position in which the essential functions of this position were performed, preferably within a Housing Authority, housing non-profit, or government/municipal organization.

Experience used to satisfy the education requirement must be in addition to any other experience requirement of this position. One (1) year of actual experience in performing the essential functions of this position would be equivalent to one (1) year of the education requirement (30 units). Some of the experience must include working with an automated accounting system.

EXPERIENCE

At least five (5) years of increasingly responsible administrative experience in finance, data processing and computer experience, including two (2) years in a supervisory capacity. Preferable that any qualifying experience should include some background in GAAP and HUD accounting.

LICENSE

Mandatory to possess a valid California driver's license at the time of position appointment. Applicant must also be insurable and acceptable to the insurance company providing auto insurance to the Housing Authority.

OTHER QUALIFICATIONS

To be an employee of the Housing Authority, a person must be a citizen of the United States or an alien who has either been lawfully admitted for permanent residence or authorized to be employed under the term of the Immigration and Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact of being a United States citizen or alien admitted for permanent residence or authorized employment and must provide supporting documents to show identity and employment authorization.

Must maintain a drug-free status in accordance with the Housing Authority Drug-Free Workplace Policy.

How to Apply:

It is important that all the following information be included in your application packet as it will be evaluated during the review process:

1. Application and resume
2. References (minimum of three)
3. Cover letter explaining why you are the ideal candidate including specific examples from your experience (maximum of two pages)
4. Complete responses to the supplemental questions

Selection Process:

The selection process will consist of screening completed application packets. Oral interviews will be scheduled for those who most closely meet the needs and qualifications of the position. Based on the number of applications or responses received, this posting may close without notice.

HACSM is an Equal Opportunity Employer. We support building a diverse workforce and encourage applications from all candidates.