

CENTRAL FALLS HOUSING AUTHORITY IS ACCEPTING APPLICATIONS FOR THE POSITION OF FINANCE COORDINATOR

Applications to be submitted electronically to bridgettd@cfhousing.org on or before 9:00 AM on May 6, 2024, Applicant should provide a resume and cover letter.

Qualifications

- A minimum of two (2) years' experience in financial recordkeeping, accounting, bookkeeping is required.
- A combination of relevant education and experience in management or oversight of subsidized housing or business administration may be considered.
- The ability to use a general ledger system and housing specific accounting software is required.
- Ability to understand, interpret, and consistently apply federal, state, and local laws, regulations, codes, and principals of accounting is required.
- Must be able to understand and follow written and oral direction, prioritize tasks, manage time effectively, and adhere strictly to program guidelines.
- Must be able to use a computer and/or mobile electronic device, including standards business software and a specialized database program to record program activity and generate detailed reports.
- Must be able to communicate clearly and effectively with co-workers, supervisors, administrative staff, program participants, and property owners.
- Must ensure confidentiality of personal information and maintain highest standards of professional demeanor in a variety of circumstances.
- High school or equivalent (Required)

Responsibilities

- Under the general supervision of the Executive Director, the Finance Coordinator is responsible for day-to-day accounting activities: Accounts Receivable, Accounts Payable, General Ledger, Payroll, and Budgeting
- The Finance Coordinator performs bookkeeping and accounting services in collecting, maintaining, and timely and accurate reporting of financial accounting information.
- Must comply with state and federal regulations and internal policies regarding federally subsidized housing programs.
- In conjunction with fee accountant, will implement appropriate methods and procedures for maintaining accounting best practices and maintain strict confidentiality of program participant and employee information and documents.
- Close coordination with Section 8 and Public Housing staff members is essential for proper accounting of program payments and receipts and to maintain program integrity.
- This position includes no supervisory duties, but requires sound independent judgment, thorough understanding of program rules, regulations, and guidelines, and meticulous attention to detail.
- Perform accounting-related functions in accordance with regulatory requirements, agency policies, and established procedures in conjunction with the work of the fee accountant.

- Perform standard bookkeeping functions using manual and automated systems for recording, posting, and maintaining:
- Verifying purchase orders, invoices, vendor statements, and reports
- Allocating disbursements, payroll expenses, miscellaneous receipts, and other payments
- Prepare deposits for all transactions.
- Monitor utility usage and expenses.
- Process payroll, including payroll deductions and withholdings, and make related transfers and payments.
- Perform administrative tasks as assigned by the Executive Director accurately with sound judgment and confidentiality.
- Monitor and report on investment accounts to maximize income and maintain liquidity.
- Maintain adequate records of all financial information and ensure adequate supplies of checks, ledgers, etc.
- Post and/or verify all tenant account activity, close out accounts, and prepare monthly and annual balance, deposit, and delinquency reports.
- Close out vacated resident accounts including refunds and final charges.
- Review accounts receivable at least monthly and post A/R lists for follow up.
- Maintain trial balances under the direction of fee accountant.
- Calculate and submit retirement reports and required remittances.
- Maintain working knowledge of relevant state and federal regulations related to payroll, accounting, and bookkeeping functions and public housing administration.
- Compile employee timecards/timesheets.
- Maintain timely and accurate intra fund transfers.
- Maintain all financial records accurately and efficiently.
- Prepare draft analyses and reports as requested by fee accountant.
- Maintain budget administration and controls.
- Prepare monthly disbursement reports for Board of Commissioners
- Collaborate cooperatively with other staff.
- Assist in recording employee attendance and paid leave balances.
- Perform other duties as may be assigned.

Job Type: Full-time

Schedule: Monday to Friday

Work setting: In-person

Education: High school or equivalent (Required)

Experience: Bookkeeping/accounting: 2 years (Required)

Benefits

1. Pay: \$55,000.00 - \$63,000.00 per year
2. Dental insurance
3. Health insurance
4. Vision

5. Life Insurance
6. LTD Insurance
7. Paid time off
8. Retirement Plan

Central Falls Housing Authority is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law. Public Housing tenants and Housing Choice Voucher holders are encouraged to apply.

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