



"Committed to Safe and Affordable Housing"

Job Title: Finance Director

Classification: Full-time Exempt

Definition

The Finance Director is responsible for all human resource, information technology and fiscal management aspects of the Housing Authority of the City of Yakima (YHA) operations. The Finance Director's responsibilities include leadership and coordination in the administrative, business planning, accounting and budgeting efforts of the YHA. The Finance Director reports and provides follow-up on all financial aspects and operations of YHA directly to the Executive Director, the Deputy Director, and YHA's Board of Commissioners. The Finance Director is responsible for ensuring that all policies and procedures are in conformance with the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Agriculture (USDA), the laws of the State of Washington, and applicable generally accepted accounting principles and governmental accounting standards board pronouncements, the Yakima Housing Authority, and any additional entities that may oversee our numerous programs. The Finance Director is also responsible for preparing all financial records for the annual audit and managing the audit process.

Typical Work

- Employee has direct responsibility to supervise all Accounting, Human Resource and Information Technology staff; oversees and coordinates with contracted/consultant entities; represents YHA externally to other government and funding agencies as assigned; recruits, trains, supervises and evaluates department staff.
- Establishes and maintains systems and controls that verify the integrity of the finance/accounting department; conforms with and abides by all established regulations, policies, work procedures, and instructions.
- Reviews the work of the accounting department; analyzes accounting records, including financial statements and other financial reports to assess their accuracy and completeness; reviews records of accounts to ensure accuracy.
- Analyzes cash flow, cost controls and expenses to guide business decisions and pin-point potential weak areas.
- Responsible for the accurate and timely dissemination of financial management reports including, internal and external monthly financial statements, annual audits, and annual budgets; reports to the Executive Director, the Deputy Director, and YHA's Board of Commissioners advising them of current budgetary information.
- Prepares all financial records for the annual audit; manages the audit process.
- Employee will serve on YHA's Request for Proposal (RFP) Committee.



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- Responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to YHA’s housing programs.
- Protects the privacy of all client related information; keeps a strict confidentiality of YHA business both while at work and during off duty hours.
- Performs other duties as required.

Knowledge and Abilities

Knowledge of finance, accounting, budgeting and cost control principles including Generally Accepted Accounting Principles and Governmental Accounting Standards Board (GASB) pronouncements applicable to proprietary funds; knowledge of federal and state regulations regarding Human Resources and Employment Law.

Ability to utilize independent judgment, establish priorities and make effective decisions in a timely manner; excellent verbal and written communication skills; well organized and detail-oriented; excellent computer skills including Microsoft Office applications; ability to prioritize multiple tasks; exceptionally high integrity.

Legal Requirements

Employee must have a valid driver's license and be eligible under YHA’s automobile liability insurance coverage with the Housing Authority Risk Retention Pool (HARRP).

Desirable Qualifications

Position typically requires Bachelor’s Degree in business, accounting, or other relatable fields; AND three to five years of supervisory experience in finance and/or accounting; AND the ability to perform the work; a Master’s Degree in a relatable field and/or a CPA license is preferred.

Benefit Overview

- Employer Paid Medical, Dental, Vision, Life, AD&D, Short Term/Long Term Disability and Employee Assistance Program
- Health Savings Account (HSA) – YHA contributes \$500/year
- Employer Paid Retirement Contributions in the amount of 8% of your base compensation (after one year of employment)
- Deferred Compensation Program (DCP)
- 12 Paid Time Off Days/Year (increases based on years of service with YHA)
- 11 Paid Holidays

Applications are available at YHA's front desk located at 810 N 6th Ave in Yakima Monday-Thursday between 9:00AM-11:30AM and 12:30PM-5:30PM or at yakimahousing.org on the 'About Us' tab in the 'Employment' section. Applications must be submitted to be considered for this position. Position closes when filled.