



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Controller

DEPARTMENT: Finance

DATE POSTED: 03/22/2024

CLOSING DATE: Until Filled

FLSA CLASS: Exempt

STARTING

SALARY RANGE: **Salary Class E**
\$69,800 - \$90,600

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SUMMARY

The primary purpose of this position is to manage financial planning and accounting tasks related to the public housing operating program, capital fund program, and other grant programs. Reporting to the CFO, the Controller will be responsible for oversight of all accounting, and reporting activities, including preparation and analysis of budgets, the maintenance of general ledger accounts, the reconciliation of financial data, and the preparation of financial reports.

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 be assigned.

- Manages the work of staff including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, participating in the selection of new employees, training staff, addressing employee problems, and recommending discipline.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of HANO's financial status.
- Assists in the development and implementation of new accounting software, or other related information systems and accounting procedures. Works with IT and the software vendor to resolve accounting software system problems.
- Develops and maintains a comprehensive system of financial reporting that satisfies HUD requirements and internal staff needs for the public housing, capital fund, and other grant programs.
- Reviews general ledger entries to ensure accuracy and compliance with generally accepted accounting principles, HUD guidelines, and agency policy.

- Interprets and communicates financial information to the Board of Commissioners, HANO management, and external parties.
- Maintains a system that allows for the review of purchases to ensure funds are available, the item purchased is eligible, and the account charged is appropriate.
- Ensures the timely request for reimbursement of funds from HUD, the city of New Orleans and other grantors. Monitors and reviews reimbursement requests to ensure they match the general ledger.
- Coordinates the accounting of fixed assets and works with the CFO and Sr. Accountant to ensure that fixed assets are properly recorded in the general ledger system.
- Assists CFO with the annual budgeting and planning process; administers and reviews all financial statements/plans and compares actual results with a view to identify, explain, and correct variances as appropriate.
- Advises the CFO on the establishment of budget controls and administers budget controls for each assigned program or grant.
- Serves as the lead financial person in collecting and filing sales tax rebates with the state of Louisiana.
- Keeps abreast of regulatory changes relating to the accounting or financial operations of HANO.
- Establishes and implements cost allocation plans.
- Makes recommendations for new accounts, revisions in the account structure, and changes in instructions regarding the use of accounts.
- Provides training and guidance to subordinate staff on HUD regulations, generally accepted accounting principles, HANO's accounting system, and HANO policies.
- Provides assistance to HANO program managers in the analysis and interpretation of financial information. Interprets financial information and presents to diverse audiences.
- Assists in preparing for and coordinating internal and external audits.
- Maintains a good working relationship with all staff, promotes and provides excellent customer service, and communicates with staff in a professional manner.
- Leverages strengths of current Finance team members, developing and implementing training programs in order to maximize and reach optimal individual and organizational goals.
- Performs other related duties as assigned.

BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with sensitive topics and/or irate customers.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; Manages difficult or sensitive customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.

Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interruption.

Teamwork: Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests.

Professionalism: Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

Commitment: Sets high standards of performance; Pursues aggressive goals and works hard/smart to achieve them; Strives for results and success; Conveys a sense of urgency and brings issues to closure; Persists despite obstacles and opposition.

Effective Communication: Employee is prepared, clear, concise and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates; Manages performance by providing regular feedback and reinforcement to subordinates.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is an extraordinary opportunity for a mature leader with seven to ten years of accounting and finance experience, ideally beginning in accounting and audit, followed by experience gathering, evaluating presenting and reporting financial information to executive teams and external stakeholders. Incumbent will have experience in a complex government agency with multiple programs.

Job Competencies

- Solid experience coordinating audit activities and managing reporting, budget development, and analysis, accounts payable and receivable, general ledger, payroll and accounting for investments.
- A track record in grants management as it relates to compliance and reporting of government, agency, and foundation grants is essential.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software.
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly.
- Keen analytic, organization, and problem-solving skills, which allows for strategic data interpretation vs. simple reporting.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board, or other outside partners.

- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers.

Education and/or Experience

Bachelor's degree in accounting, finance, business administration or related field and a minimum of five (5) years of experience in accounting, budgeting, and financial analysis, including a minimum of two (2) years in a supervisory role. Experience with financial aspects of HUD's public housing and capital fund programs preferred. An equivalent combination of education and experience may be considered.

Technical Skills

To perform this job successfully, an individual should have above average abilities using computer software such as MS Word, Excel, Outlook, etc. and should be capable of using internet resources for research and developing advanced reports. Must have extensive working knowledge of online accounting systems. Must have the ability to learn other computer software programs as required by assigned tasks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to move about the office and attend onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone and email.

EEO POLICY STATEMENT

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, religion, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.