

# SAN FRANCISCO HOUSING AUTHORITY CLASSIFICATION DESCRIPTION

CLASSIFICATION	DIRECTOR OF FINANCE	CLASS CODE	00306
DEPARTMENT	FINANCE DEPARTMENT	EE0-4 CODE	1
UNION-STATUS	CONFIDENTIAL	FLSA	EXEMPT
		BENCHMARK	CCSF 1675 Fiscal Officer
		FLSA	EXEMPT
APPROVED	Director of Human Resources	DATE	REV. 09/03/09

## POSITION SUMMARY

Under the general direction of the Executive Director, the Director of Finance is responsible for planning, directing, monitoring and evaluating the services and activities of the Finance Department. The classification oversees the areas of accounting, payroll, budget, and contracting and procurement functions; coordinates assigned activities with other departments, and serves as an internal consultant to executive and senior management staff and the Authority Commission on sensitive and/or complex finance issues.

## SUPERVISION EXERCISED

The Director of Finance classification is an executive classification which exercises general supervision over professional, technical, and clerical staff involved in the performance of the services and activities assigned to the Finance Department.

## JOB FUNCTIONS AND ESSENTIAL DUTIES

**Following are representative examples of the essential duties and responsibilities associated with the Director of Finance classification. The incumbent in the classification may be required to perform other related duties, as assigned by the Administrator or Executive Director.**

Plans, directs, monitors and evaluates the services and activities of the Finance Department. Recommends and implements Authority goals, objectives, policies and procedures pertaining to the operations of the department.

Participates in the employee selection process for the department, and makes decisions regarding the selection of departmental personnel. Provides direct supervision to professional, technical, and clerical personnel responsible for the performance of the activities of the department; assigns work activities and projects; evaluates work performance; in consultation with the Human Resources Division, coordinates the provision of staff training and development activities, and implements progressive disciplinary actions, as required.

Develops and recommends for approval the annual operating budget for the Department. Implements the budget as approved. Prepares forecasts for additional funds for staffing, consulting services, purchases, equipment, materials and supplies, as required.

Oversees the financial activities of the Authority, including accounting, revenue collection, payroll, budget preparation, grant allocation, accounts payable, product, and purchasing and contract services.

Directs investment activities and the maintenance of records on Authority funds. Prepares investment reports and presents related documentation to the Executive Director, Executive Director and/or the Board of Commissioners, as required.



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## JOB FUNCTIONS AND ESSENTIAL DUTIES [CONTINUED]

Plan, organizes and coordinates the development of the Authority's annual operating and capital improvement budgets; coordinates the publishing of preliminary and final budget documents. Presents the proposed annual operating and capital improvement budget to the Executive Director, Executive Director and/or the Board of Commissioners, as required.

Supervises and participates in the preparation of special studies, fiscal analyses and projections and the development of budgetary analyses. Reviews, evaluates and recommends improvements to the Authority's administrative and financial internal control systems and procedures.

Reviews and evaluates work flows, methods and procedures to ensure conformance to established regulations. Reviews financial documents for completeness and accuracy.

Serves as an internal consultant to the Executive Office and other operating departments of the Authority on issues relating to contracting services. Makes recommendations regarding the resolution of such issues. Implements or provides technical assistance in the implementation of recommendations, as approved and required.

Prepares reports, memoranda, letters and other forms of documentation associated with the duties and responsibilities of the classification.

Conduct periodic staff meetings.

Attend agency-wide meetings. May also attend meetings with public, private, public housing resident and community-based organizations, as required; may act as a representative of the Authority at meetings with agencies and organizations regarding matters pertaining to the duties and responsibilities of the classification.

## MINIMUM QUALIFICATIONS

### KNOWLEDGE –

The incumbent must possess a thorough, experience-based understanding of the principles and methods of financial administration, particularly in the areas of accounting, budgeting, auditing, grants management and investments;

Knowledge of federal, state and local laws, rules and regulations relating to the financial administration of public agencies; techniques of program analysis and revenue forecasting;

Knowledge of the principles and techniques of budget development and administration.

### ABILITY –

The incumbent must possess the ability to plan, direct, monitor and evaluate the services and activities associated with the financial activities of the Authority;

Develop, install and maintain sound accounting and financial reporting systems and procedures;

Prepare complex financial reports and analyses;

Supervise and evaluate the performance of Departmental staff; interpret and apply Authority policies, procedures, rules and regulations and federal, state and local laws, rules and regulations relating to financial activities; coordinate and facilitate meetings.



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## MINIMUM QUALIFICATIONS—(CONTINUED)

### SKILLS –

Utilize PC-based word processing and spreadsheet software programs such as Microsoft Outlook, Word, Excel, and Microsoft PowerPoint. Communicate effectively both orally and in writing, and make effective public presentations.

**EXPERIENCE, TRAINING, LICENSES AND CERTIFICATES — Any combination of training and experience that would likely provide the knowledge and skills required to effectively perform the duties and responsibilities associated with the position is qualifying. A typical way to obtain such knowledge and skills would be.**

Education equivalent to the possession of a Bachelor's degree from an accredited college or university in accounting, finance, business administration or a related field.

Five (5) years of increasingly responsible experience in accounting and financial management, including two (2) years of supervisory responsibility.

Knowledge of HUD financial rules and regulations.

Sensitivity to and experience working with the ethnically and culturally diverse individuals, communities, agencies and organizations which comprise the constituency of the San Francisco Housing Authority.

Possession of a valid California driver's license, and automobile insurability by the Authority's insurance carrier.

### PHYSICAL DEMANDS

Mobility and manual dexterity to work in a standard office environment and use standard office equipment; vision to read handwritten and printed material and a computer monitor; hearing and speech to communicate in-person and by telephone; ability to lift and carry items weighing up to 15 pounds such as files, books or boxes of paper, forms or supplies; mobility to traverse inclined terrain or climb stairs at the public housing developments.

### DISASTER SERVICE WORKER

All San Francisco Housing Authority employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with SFHA requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

