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| **Job Title** | *Associate Director of Finance* |
| **Department** | *Homeless Prevention Programs* |
| **Reports to** | *Director Strategic Initiatives* |
| **Location** | *Washington, DC* |
| **Position Type** | *Regular, Full-time* |
| **Exemption Status** | *Exempt* |
| **EEO Classification** | *0950* |
| **Date** | *February 2022* |

**General Summary**

The Associate Director of Finance will support the Director of Strategic Initiatives in overseeing the financial management of a large Rapid Rehousing for Families Program (FRSP), more specifically: manage the program budget formulation, monitor spending and produce financial reports; track and resolve rental payment discrepancies, and prepare monthly invoices and support documentation. The incumbent will supervise, direct and coordinate financial activities of department staff, including reviewing financial documents and records for accuracy, oversee the client rental payments process, reviewing and preparing all financial documents needed to authorize rental payments, prepare periodic financial reports and serve as the primary point of contact for all budget related questions for the program. The Associate Director of Finance will also be responsible for establishing and maintaining accounting controls and procedures; ensuring compliance with all applicable audit requirements and assisting in the identification and resolution of organizational risks.

**Essential Duties and Responsibilities**

According to the ADA 1990, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Oversee the FRSP budget, lead budget formulation efforts, monitor spending and produce financial reports. Partner with all key stakeholders on the program and assist with any budget related questions.
* Monitor, identify and review any payment discrepancies (disbursement or receivables) and resolve all unreconcilable issues.
* Manage a team of accounts payable and accounts receivable specialists; serve as the main point of contact to answer all budget-related questions for the Rapid Rehousing for Families program.
* Prepare monthly invoices for the program, along with appropriate support documentation as required by the funding entity.
* Create an audit trail for the FRSP program; ensure compliance with all applicable audit requirements, secure financial documentation and serve as the primary point of contact for any financial audit for the program.
* Prepare budget documentation and reports for the Director Strategic Initiatives, CAFO and other senior management.
* Support special projects for the Director Strategic Initiatives and the senior management team.
* Prepare financial or regulatory reports required by law, regulations, or board of directors.
* Maintain financial records in compliance with all applicable record retention requirements.

**Qualifications**

* Master’s degree in Accounting/Finance or equivalent strongly preferred;
* 5 years of finance/accounting experience, 3 years of experience in a similar role;
* Must be a U.S. citizen;
* Must successfully complete a criminal background investigation;
* Certified Public Accountant (CPA) is preferred;
* Strong working knowledge of accounting practices and principles, banking and the reporting of financial data;
* Strong verbal and written communication skills;
* Must be detail-oriented and possess organization and critical thinking skills; and
* Prior supervisory experience preferred.

**Working Conditions**

The employee will be working in a normal office environment.

**Physical Requirements**

While performing the duties of this job, the employee will frequently sit, stand, walk and reach. May need to lift files or packages periodically.

**Other Duties**

This job description is intended to describe the general nature and work performed by employees, but is not a complete list of activities, duties or responsibilities required of personnel. Furthermore, other duties, responsibilities and activities may change or be assigned at the discretion of the employer.

**Direct Reports**

The incumbent will oversee a team of account receivable specialists and account payable specialists.

**Signature**

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Approved By:** |  |
| **Date Approved:** |  |
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