

**ASSISTANT DIRECTOR OF FINANCE**  
**(Rochester Housing Authority)**

**DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative and technical accounting position in the Rochester Housing Authority (RHA) assisting in planning and management of all RHA fiscal matters. The work is performed under the direction of the Director, Finance. This position may serve as second-in command of the agency's entire finance operations and/or oversee one or more functional areas. Related work is performed as required.

**TYPICAL WORK ACTIVITIES:**

- Supervise professional and clerical employees, including assigning and evaluating work, initiating discipline, conducting performance appraisals, etc.;
- Draft annual RHA budget for the appropriate funding agencies;
- Draft financial statements to the appropriate regulatory agencies;
- Perform routine monthly processing and posting to the General Ledger;
- Supervise the maintenance and monthly processing of RHA's and affiliate's routine accounts payable, accounts receivable and payroll;
- Monitor and maintain RHA and affiliate's investments of surplus funds in accordance with the appropriate State and Federal guidelines;
- Analyze and prepare periodic cash flow projections to ensure that adequate cash is available for payment of bills as well as to maximize earnings on surplus cash;
- Facilitate the annual and special audits of RHA and affiliate's operations and coordinates with outside agencies to clear any audit findings;
- Draft various financial statements to the RHA Board of Commissioners, appropriate funding agencies and regulatory bodies;
- Prepare and manage RHA and affiliate's fixed assets portfolio and related reporting;
- Oversee applications of various data processing activities in the finance and accounting functions with management information systems personnel;
- Monitor and track grant funding of RHA and affiliate's.

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the principles, practices and terminology of financial administration, insurance, and data processing systems;
- Knowledge of investment practices and terminology;
- Ability to read, interpret and apply complex regulatory material;  
Ability to organize information;
- Ability to plan and organize the work of staff and ensure that deadlines are met; Ability to make oral presentations regarding budget and finance matters; Ability to monitor and evaluate the work of staff;
- Ability to establish effective working relationships with others; Ability to evaluate and implement complex data processing systems; a n d
- Ability to effectively supervise professional and clerical staff.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

- All Entry Level KSA's;

**PLUS**

- Knowledge of the principles and practices of real estate management; Knowledge of management information systems used by housing authorities; Knowledge of governmental accounting;
- Knowledge of public housing accounting;
- Knowledge of the Housing Urban Development (HUD) budget process;
- Knowledge of the New York State Public Housing law;
- Knowledge of Federal, State, and Local accounting laws and guidelines; Knowledge of RHA's grants administration process;
- Knowledge of RHA's insurance program; and
- Knowledge of the policies and procedures of the Rochester Housing Authority.

**MINIMUM QUALIFICATIONS:**

High school diploma or G.E.D.

**PLUS**

I.

- A. Master's degree in accounting or finance and three (3) years full-time paid experience in the field of accounting and/or finance (as distinguished from bookkeeping, account keeping or financial record keeping);

**OR**

- B. Bachelor's degree in accounting or finance and four (4) years full-time paid experience in the field of accounting and/or finance (as distinguished from bookkeeping, account keeping or financial record keeping);

**OR**

- C. Bachelor's degree in business administration with a minimum of eighteen (18) semester credit hours in accounting, plus four (4) years' experience in accounting and/or finance (as distinguished from bookkeeping, account keeping or financial record keeping).

**PLUS**

II. Two (2) years of \*supervisory experience.

- \* Supervisory experience may have been acquired concurrently or separately from experience requirement in I.

Adopted: December 14, 2023