

Job Title: Controller

Department: Finance

Reports To: Executive Director

Company: The Housing Authority of the City of Columbus, Mississippi, known as the Friendly City, is one of the leading housing authorities in Mississippi. The Housing Authority of the City of Columbus (CHA) provides safe, decent, and affordable housing with superior services to eligible members of the Friendly City community while maintaining an atmosphere that encourages self-sufficiency. CHA manages and maintains 480 public housing units, 13 single-family homes and apartments, and 24 senior apartments, housing over 500 Friendly City families. The Housing Authority also has various partnerships and alliances with other community service providers. In pursuit of its various programmatic objectives, the Housing Authority is continuing to grow and serve the needs of the people.

Key Responsibilities:

Responsible for maintaining complete and accurate books of account and records concerning the receipts and disbursements of all Housing Authority funds, Annual Contribution Contracts, and all financial and fiscal matters involving receipts, expenditures, and surpluses of Housing Authority activities. Executes expenditures in conformity with approved budgetary limitations and HUD requirements. Prepares required financial reports and operating statements to the Executive Director and HUD. Is Responsible for maintaining the Authority's record base for reporting to HUD via Computer Data Bases, i.e.: PIC, REAC, TASS, and MASS. Works with very limited oversight or supervision

- **Advisor to Executive Director:** Attend executive meetings regularly, update team members on finances, budgets, and audits, prepare reports for Board presentations, and provide research and recommendations to support informed decision-making.
- **Accounting Operations:** Oversee payroll, accounts receivable, accounts payable, and procurement to ensure efficient and accurate reporting and operations. Maintaining complete and accurate books of account and records concerning the receipts and disbursements of all Housing Authority funds, Annual Contribution Contracts, and all financial and fiscal matters involving receipts, expenditures, and surpluses of Housing Authority activities.
- **Budget Development:** Work with department heads to develop the annual budget, approve and control expenditures throughout the year.
- **Fiscal Policies:** Develop and recommend fiscal policies and procedures based on thorough research and analysis.
- **Audit Management:** Collaborate with outside auditors for accurate reporting and manage post-audit assignments and follow-through.

Inventory and Procurement: Oversee purchase order and inventory records, maintain cost records, and internal controls on capital fund and various grant projects.

- **HUD Reporting:** Prepare and submit HUD reports, including FASS, Operating Subsidy, Capital Reporting, grant management, and budget revisions.
- **Reporting:** Complete and report monthly and annual financial reports for the Board, Executive Director, management team, and staff.
- **Record Retention:** Manage record retention for all fiscal, accounting, procurement, and IT records.
- **Asset Repositioning:** Ensure appropriate system setups for asset repositioning through LIHTC venues.
- **Non-Profit Arm Management:** Direct asset repositioning efforts under the Non-Profit Arm of the Housing Authority and manage the submission of its annual 990.

Additional Duties and Responsibilities:

- Attend seminars, professional meetings, and conferences to stay updated on trends and laws in housing management, finance, and human resources.
- Develop and implement internal policies, programs, goals, and priorities related to finance, procurement, and IT.
- Make policy, administrative, and management decisions for daily operations of finance, procurement, and IT.
- Review and approve reports and documents required by federal, state, and local jurisdictions and those presented to the Board.
- Evaluate employee benefit plans and other insurance programs, making recommendations as needed.
- Set goals and monitor performance within areas of responsibility through effective staff management.
- Analyze and evaluate all financial reporting, making recommendations for improvements.
- Make recommendations on hiring, transfers, promotions, salary increases, discipline, and termination of employees.
- Perform other related duties as required.

Qualifications:

- **Education:** Bachelor's degree in Business Administration, Accounting, Finance, or a related field from an accredited college or university.
- **Experience:** Five plus years of progressive accounting experience in governmental, financial management, budgeting, and auditing.
- **Knowledge:** Comprehensive knowledge of modern principles, practices, and techniques of Public Housing Authority Management, including HUD Procurement.
- **Certification:** CPA license preferred.