



## **RECRUITMENT ANNOUNCEMENT DIRECTOR OF FINANCE**

The Housing Authority of the City of Brunswick (BHA) provides quality, affordable housing assistance programs to low-income families residing in Brunswick and Glynn County, GA, and administers the following programs: Low Income Public Housing; Capital Fund Program; Housing Choice Voucher Program; and Business Activities including privately owned apartments, and participation in joint venture and tax credit property.

BHA is seeking qualified applicants for the position of **Director of Finance**. Under general direction of the Executive Director this position is responsible for directing the agency's financial operations, including directing agency budgeting, accounting, and procurement functions.

### **Essential Functions**

- Directs budgeting, cost control, financial analysis, accounting, insurance coverage, cost allocation planning, purchasing and inventory management, Capital Funds Program purchasing, capital expenditure management, fixed asset management, financial and statistical reporting, and other finance related operations.
- Directs the development and management of the annual agency budget; coordinates budgeting operations with the Executive Director and department heads; conducts budget workshops with other directors; prepares budget documents for submission to HUD and other agencies as required; monitors and controls expenditures.
- Analyzes and interprets financial data and recommends changes to improve systems and financial performance.
- Oversees monthly operating subsidy drawdowns, monthly check runs, funds transfers, etc.; maintains general ledgers required for each program in compliance with federal, state and local requirements; directions preparation of annual PHA plans and Public Housing Operation Subsidy calculations.
- Designs, implements, and maintains a project-based accounting system for conventional housing programs.
- Develops and maintains an efficient internal auditing system to ensure integrity in the use of funds, materials, equipment, and personnel.
- Hires, trains, assigns, directs, supervises, evaluates, and disciplines department personnel; establishes performance standards and assists in the development of work plans; monitors annual work plan progress and accomplishments; ensures that all deadlines are met.
- Directs the preparation of monthly financial statements, balance sheets, and various reports to ensure the timely flow of information regarding the financial conditions of the agency and the status of budgets and programs to the Executive Director, BOC, HUD, and third-party participants as appropriate; forecasts revenue for the agency, develops fiscal impact statements, and provides advice on academic development activities.
- Reviews and analyzes financial statements and requests; revises and/or approves reports prepared by staff.
- Develops and implements departmental policies, plans, priorities, goals, and objectives; controls agency funds to ensure compliance with applicable federal, state, and local laws and regulations and agency rules and procedures.
- Ensures that accounting and financial systems are maintained in accordance with Generally Accepted Accounting Principles (GAAP) and establishes and maintains appropriate internal controls to ensure compliance with applicable federal, state, and local laws and regulations and agency rules and procedures

- Represents the Finance Department to other agency departments, elected officials, and community-based organizations; coordinates department activities with those of other departments and external organizations as appropriate; communicates and coordinates accounting policies, practices, and procedures with agency managers, vendors, reporting agencies, clients, and the public.
- Works with the auditor in the preparation of the agency's annual audit and the annual submission of financial statements to HUD; assists auditors in the auditing of tax credit property.
- Remains informed of all changes in the regulatory environment; reviews HUD regulations, laws, ordinances, and publications to remain aware of current and potential changes to regulations; reviews HUD pronouncements, changes to state laws, and local pronouncements to ensure compliance; comments on proposed changes that might affect the agency; ensures the timely implementation of new guidance.
- Participates in a variety of advisory committees to promote affordable housing; maintains a positive profile in the community.
- Establishes policies and procedures; ensures that appropriate records are established and maintained in accordance with professional practices and HUD regulations; ensures that reviews are performed as needed to ensure that effective controls are in place; implements new and updates policies and procedures and communicates changes to staff.

### **Minimum Requirements**

Bachelor's degree in Finance, Accounting or closed related field supplemented by seven (7) years of experience in financial management, governmental accounting, and budget development, preferably in a public housing setting in an agency of similar size; and three (3) years in a supervisory and management capacity. Possession of a Certified Public Accountant (CPA) certification is preferred.

### **Compensation and Benefits**

BHA offers an exceptional compensation and benefits package. The minimum salary for this position is \$91,685. The successful candidate is eligible for all benefits afforded to full-time employees including health, vision and dental insurance, disability insurance, deferred compensation and pension, and a generous leave package.

### **How To Apply**

Interested applicants should submit a compelling cover letter, résumé, list of three (3) professional references (including names, phone numbers, email addresses), and a salary history to Orah Reed, Director of Human Resources at [oreed@brunswickpha.org](mailto:oreed@brunswickpha.org) by 5:00 pm EDT on Friday, October 10, 2025.