



## **The Opportunity: Chief Financial Officer/Senior Vice President Columbia Housing**

The Chief Financial Officer/Senior Vice President (CFO/SVP) position offers a tremendously exciting opportunity to contribute to the day-to-day and long-term viability at a dynamic housing authority. Columbia Housing (CH), is the largest housing authority in South Carolina. Columbia Housing provides and facilitates affordable housing resources for nearly 6,500 low-income households comprised of approximately 16,000 people. The authority is currently undergoing a complete transformation of its housing portfolio. At this critical juncture, the CFO/SVP will be instrumental in achieving Columbia Housing's strategic objectives. The authority is utilizing a diverse array of funding mechanisms, including Rental Assistance Demonstration (RAD), to secure its future and deliver top-tier housing and services to its residents.

Columbia Housing resources include authority-owned residential communities, authority-sponsored mixed-income, mixed-finance residential communities, Housing Choice Vouchers, supportive housing arrangements, and homeownership opportunities.



### **Columbia Housing and the City**

CH staff includes over 100 employees. Columbia, South Carolina is the capital and second largest city of the state and is also home to the South Carolina State House, which is the center of the state's government. This is the ideal hub from which to enjoy the Midlands region of the state – the Columbia Metropolitan Convention Center, Koger Center for the Arts, Carolina Coliseum, the Township Auditorium, and The Colonial Life Arena, a host of popular NBA exhibition games.



### **The Position**

The CFO/SVP reports to the Executive Director and is the leading member of CH's Finance Department.

The primary purpose of this position is to direct the financial activities of Columbia Housing, including the maintenance of all books and records in accordance with Federal, State and HUD accounting and auditing regulations. The incumbent oversees the planning, organizing, and execution of all accounting, financial, budgeting, and statistical activities.

### **The Finance Department**

CH's Finance Department is responsible for processing all of CH's financial transactions. The department promotes high standards of fiduciary responsibility, accurate recordkeeping, and financial reporting while handling the agency's general accounting; financial budgeting, reporting, and analysis; treasury management, and annual independent financial audit management. The Finance Department handles all funds received, including tenant rents, government subsidies, grants and other receipts from its various programs. The department processes all vendor payments, including supporting leased housing and housing assistance payments to landlords. The Department invests Agency funds in accordance with established guidelines and HUD regulations, safeguards the Agency's assets, and supports the Agency's departments in day-to-day operations and annual independent audits.

The CFO/SVP will be tasked with directing the financial activities of CH, including the maintenance of all books and records in accordance with Federal, State and HUD accounting and auditing regulations.



**Essential Duties of the Chief Financial Officer/Senior Vice President**

- Directs the work of Finance Department assigned staff including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, providing technical advice, acting on employee problems, and recommending and implementing discipline and merit raises. Ensures supervisors under his/her purview have the tools necessary to manage daily operations.
- Maintains a system of accounts, records, and reports, including cash flow requirements and analyses, that reflects the financial status of the Federal and State programs managed by CH and of properties that CH owns, operates, and manages; recommends changes to CH financial policies and procedures as needed.
- Develops and ensures that accounting and financial policies, procedures and internal controls systems are maintained in accordance with Generally Accepted Accounting Principles (GAAP), Federal, State and HUD regulations.
- Prepares annual operating budgets for the Executive Director, senior staff and Board of Commissioners
- Conducts fiscal analysis of assets in portfolio to maximize financial performance, to include annual revenue analysis, capital accounts analysis, tax credit exit strategies, and refinance opportunities.
- Prepares and distributes periodic asset management reports to investors, consultants, and other partners.
- Prepares financial reports and other information to the Executive Director/CEO. Prepares monthly financial reporting of all CH entities, including HCV and Public Housing programs, business activity, and ROSS/FSS programs; submits reports to Executive Director for Board reporting. Prepares and submits monthly/quarterly reporting to developers and investors.
- Coordinates compliance and financial reviews and audits; serves as primary contact with auditors by providing required information, coordinating documentation needed from other staff, reviewing draft and final audited financial statements and reports, and transmitting reports to all authoritative agencies. Prepare independent audit support schedules.
- Ensures HUD Performance Standards and reporting requirements are maintained or improved to high performance levels.
- Manages the day-to-day accounting processes for CH, including the timely and accurate processing of accounts payables, accounts receivables, and payroll.
- Prepares and processes month-end and year-end close for multiple properties and Federal programs in appropriate software system, including account analysis prior to close for corrections; posts related journal entries from close.
- Processes HCV month-end close, prepares checks, provides lease-up numbers, and expense reporting to HUD, analyzes data and project numbers regarding future needs.
- Posts journal entries and bank transfers from properties for funding escrows, replacement reserves, management fees, vacancy loss, and mortgage payments.

- Performs reconciliations and draws of HUD grants. Coordinates FSS/ROSS grant usage and projections by expiration date and HUD yearly reporting requirements.
- Directs compilation, preparation, and submission of yearly Operating Subsidy request to HUD. Prepares and submits monthly Mixed Finance Operating Subsidy payment requests.
- Prepares 1099s for HCV landlords and accounts payable.
- Serves as a liaison between CH and banking institutions and auditors.
- Manages setup, testing, and implementation of financial software.
- Completes other related duties as assigned.

### Desired Background & Competencies

#### Education/Experience:

- Bachelor's Degree in accounting, finance, business administration, or a related field. Licensed CPA is preferred.
- Minimum of seven (7) years of experience in governmental financial management, with a minimum of five (5) years in a senior managerial or director capacity.

*An equivalent combination of education and experience may be considered.*

### Compensation

- Compensation commensurate with experience
- Comprehensive benefits package, including health insurance, life insurance, and a retirement savings plan

**To apply, please send a resume and cover letter by email to: [Human Capital Initiatives recruit@humancapitalinitiatives.com](mailto:HumanCapitalInitiativesRecruit@humancapitalinitiatives.com)**

**Please include the job title "CH CFO/SVP" in the subject line of your email. Do not contact Columbia Housing directly regarding this position.**

It is the policy of the Columbia Housing Authority to give preference in employment to Section 3 - eligible individuals. **Columbia Housing is an Equal Opportunity Affirmative Action employer.** Minorities, individuals with disabilities and others are encouraged to apply.