

PROVIDENCE HOUSING AUTHORITY

Position Description

Job Title:	Associate Director of Finance, Accounting and Budgeting	Department:	Office of Finance, Accounting and Budgeting
Date:	February 2026	Supervises:	Staff
Supervisor:	Director of Finance, Accounting and Budgeting		

Job Description

Purpose:

To develop, implement and monitor financial, accounting and procurement systems and procedures. Oversee the accounting, budgeting, procurement, financial analysis and financial reporting for the Authority. Assist the Director of Finance in all areas of department function, as assigned.

Essential Tasks of the Position:

Perform all aspects of accounting/financial support functions in response to regulatory requirements and agency policies and procedures

- Assist with the supervision of budget and accounting. Directs the sub-functions of accounts payable, tenants account receivable, payroll, grant accounting, Section 8/ Housing Choice Voucher accounting, financial analysis, month-end and year-end closings.
- Monitor/oversee utility costs and consumption data and maintain pertinent worksheets and schedules for, as required HUD reporting.
- Reviews the release of approved payments for accuracy.
- Monitors/performs the timely requisitioning of HUD and other agency funding.
- Ensures the accuracy of revenue recognition for the Authority's operating budget, grants and other funds received and generate or review daily cash flow status.
- Directs the general ledger maintenance and approval of journal entries.
- Monitor monthly bank statements and the reconciliation of all bank accounts.
- Manages the month-end and year-end financial statements process and prepares the operating financial statements in conjunction with the Director of Finance.
- Co-lead the annual audit process.
- Recommend, develop and maintain financial databases, computer software systems and manual filing systems in conjunction with all regulatory requirements.
- Assist the Director of Finance with the annual operating budget and identifying monthly budget variances and budget funding gaps.
- In conjunction with the Director of Finance, supervise and coordinate the activities of other departmental personnel engaged in carrying out accounting and support functions.
- In conjunction with the Director of Finance, prepare and provide the necessary financial information for the Authority's annual report and participate in annual strategic planning process.
- In conjunction with the Director of Finance, assist with the creation/updating and implementation of policies and standard operating procedure manuals; and in conjunction with the Director of Finance, prepare reports and other documentation for monthly Board of Commissioner meetings.

Applies and performs standard bookkeeping and accounting procedures in recording, posting maintaining and reporting in all areas of Finance. Performance of duties requires a thorough knowledge of Generally Accepted Accounting Principles (GAAP) and all other regulatory mandates placed on the agency by HUD, IRS, State and Local Authorities, etc.

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Secondary Tasks of the Position:

- Participates in obtaining current training and information relative to professional responsibilities and to maintain working knowledge of state and federal regulations specific to accounting support function and public housing.
- Assist with the annual preparation of Financial Data Submission HUD report for all programs.
- Assist with the preparation of annual HUD reporting, such as Operating Subsidy, SF-425 requirements, Mod Rehab renewals, and rate reduction incentives.
- Assist with monthly data collection and reporting for VMS reporting to HUD.
- Assist with the reconciliation of portability account receivable and payables.
- Represents Director of Finance in his/her absence, when requested.
- Interrelate with banks, vendors, suppliers, outside agencies and the general public by answering inquiries, responding to complaints, scheduling appointments or when providing general information relative to the agency's accounting and procurement functions.
- Maintains a high degree of professionalism and confidentiality, as mandated.
- Presence at all Board of Commissioner and Finance Subcommittee meetings.
- Works on, researches and completes special projects, as assigned; and
- Performs other duties, as assigned.

Position Requirements and Qualifications:

Education Level

- Four-year degree in Accounting, Finance or Business Administration from accredited college or university required. CPA or Master's in Business Administration, preferred
- Work requires a willingness to work a flexible schedule
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Experience in Related Field

- Five to seven years of experience in finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles (GAAP). Knowledge of financial and accounting software applications. Knowledge of federal and state financial regulations. Ability to analyze financial data and prepare financial reports, statements and projections.
- Demonstrated experience in the areas of Housing Choice Voucher/ Section 8 program(s) and redevelopment of affordable housing, required.
- Five years of successful experience in public housing or governmental setting, preferred; and
- At least three years of successful experience in supervision required.

Knowledge, skills, abilities, licenses and certifications

- Working knowledge of generally accepted financial, budget, procurement, contracting and management principles as they relate to a public agency.
- Demonstrated competency in word processing, spreadsheet, graphics and database programs.
- Ability to establish and maintain effective working relationships with other personnel at all levels including department directors, managers, and supervisors.
- Ability to prioritize and organize accounting projects with minimum supervision.
- Skill in analyzing fiscal data and ability to recommend problem-solving strategies.
- Ability to train and give directions to staff as well as effective communication skills.
- Skill in developing fiscal record keeping systems.
- Skill in lending technical assistance in related accounting systems and controls; and
- Ability to be flexible and perform work under time pressure.

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Working Conditions:

Environmental Parameters

- Ability to work in an office environment

Physical Demands

- Strength: Not applicable
- Type: Ability to perform clerical duties; bending over to low files, reaching high files
- Ability to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move an object. Work involves sitting most of the time, but may involve walking or standing for brief periods of time

Work Schedule:

- Ability to work 35 hours week
- Ability to occasionally maintain flexible hours to complete essential tasks and special projects, as assigned

Equipment Used:

- Competency in operating computers, printers and related software and databases involving automated accounting systems

Aptitude Requirements:

Analytical:

- Ability to apply principles of logical thinking and to define problems
- Ability to collect data, establish facts and draw valid conclusions
- Ability to solve practical problems and deal with a variety of concrete variables
- Ability to interpret a variety of instructions furnished in written, verbal, or schedule form

Communication:

- Ability to draft work related documents
- Ability to log in data and draft accounting summaries
- Ability to record and deliver information in written or oral presentation form
- Ability to answer inquiries from others including residents/public, vendors, board members and providers of services
- Ability to converse with disgruntled residents and the general public
- Ability to draft reports with proper format, punctuation, spelling and grammar

Mathematical:

- Ability to deal with system of real numbers
- Ability to use practical application of fractions, percentages and proportions
- Ability to compile, compute and reconcile complex mathematical information in audit or statistical form

Administrative Detail:

- Ability to complete forms; record and locate data accurately
- Ability to pay close attention to detail and accurately distinguish data from different sources

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All

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personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for the position. Reasonable accommodations, as required by the Americans With Disabilities Act will be granted wherever possible

Approved By:	Kimberly Dawley Director of Human Resources	Date:	February 2026
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