



**Associate Director of Finance**



## The Opportunity

King County Housing Authority, the largest affordable housing provider in the Pacific Northwest, is seeking the next Associate Director of Finance to support and lead its financial operations.

The achievement of KCHA's mission is directly related to our ability to hire and retain a skilled, high-performing and diverse workforce that is equipped to carry out that mission. We are interested in candidates with a passion and enthusiasm for finance and a deep understanding of and appreciation for the important role it plays as a strategic partner in the organization.

The successful candidate will be a leader with extensive and broad-based finance knowledge who will continue to lead the agency in its progress towards building a culture of continuous process improvement and employee development.

## About King County

Located on Puget Sound in Washington State, and covering 2,134 square miles, King County has a population of just over 2.25 million people and ranks as the 13th most populous county in the nation. The County is an increasingly diverse and dynamic community with a global flavor, a growing economy and an environment where people and businesses can thrive. The County includes 39 cities and has emerged as an international travel destination, with over 100 languages spoken in the region and 30 million visitors annually. Home to the University of Washington, Amazon, Microsoft, the Seattle Seahawks and Boeing, this is an area that appeals to dynamic and progressive thinking companies and individuals. Its moderate climate encourages a wealth of year-round outdoor activities and its world-class symphony, opera and regional theaters contribute to a vibrant cultural scene.

## The King County Housing Authority

The King County Housing Authority serves all of King County outside of the cities of Seattle and Renton, including 37 suburban jurisdictions and unincorporated areas of the County. KCHA is a national leader in providing innovative and effective solutions for regional housing challenges. Its vision is that all residents of King County have quality, affordable housing.

The goals of the Housing Authority include:

- Preserving, expanding and equitably distributing the region's supply of affordable housing.
- Promoting self-sufficiency, including education, health and self-empowerment outcomes
- Helping the region end homelessness
- Revitalizing low income neighborhoods
- Reducing operational impacts on the region's environment

Since its establishment in 1939, the Authority has played a key role in providing affordable housing options for residents of the metropolitan region surrounding Seattle. With a diversified real estate portfolio and close working partnerships with local communities and nonprofit organizations, KCHA delivers affordable housing and related services that support housing stability, education and health outcomes, job training and financial self-sufficiency for more than 55,000 of the region's lower income residents.

The Authority has a staff of 440 FTEs distributed between field offices and KCHA's central administrative office in Tukwila.

## The Position

The Associate Director of Finance is a key member of the senior finance team and will be responsible for the oversight and direction of the daily operations of the department, including Financial Planning and Analysis, Financial Reporting, Regulatory Reporting, Accounting, Payroll, Accounts Payable, Accounts Receivable, Treasury, and related work as apparent or assigned. In addition, the Associate Director provides direct administrative and analytical support to the Director of Finance and assists in the overall management of the departments. Specifically, the Associate Director will be responsible for:

- Assigning, leading, training and inspecting the work of staff; rewards and discipline; coaches, counsels and evaluates staff performance; creates staff schedules; recommends hires, terminations, promotions, and suspensions.
- Supervising the development of the Agency's operating and capital budgets; works as a financial consultant; supports the Budget Review Panel; developing and reviewing the entire budget.
- Directing all financial reporting activities; managing the annual financial statements preparation in accordance with Generally Accepted Accounting principles (GAAP); coordinating with outside auditors on audits; administering monthly, quarterly, and annual financial reports; analyzing and deducing a variety of information, data, and reports.
- Overseeing daily operations of the department; ensuring compliance with rules and regulations; guaranteeing that deadlines are met; developing and upholding department policies and procedures; supporting department and the Agency's strategic plans; providing assistance in resolving accounting issues.
- Providing guidance towards the resolution of complicated accounting issues; ensuring compliance with all external rules and regulations, such as GAAP, HUD rules, and Office of Management and Budget (OMB) Circulars.
- Directing the progress and submission of the annual operating fund subsidy.
- Serving as liaison with U.S. Department of Housing and Development (HUD); serving as the administrator for HUD online systems.
- Overseeing Agency treasury tasks; monitoring overall levels of cash, ensures excess cash is invested, and projects cash balances.
- Other responsibilities including developing and maintaining department policies and procedures; supporting department and agency-wide strategic plans; manage large and complex projects in assigned areas of responsibilities; oversee management of KCHA financial Enterprise Resource Planning (ERP); and analyzing and interpreting a variety of information, data, and reports.
- Serving as a financial advisor for other departments.

## The Department

Headquartered in Tukwila, Washington, the Finance department has a staff of 25 and a 2021 budget of \$3.8

million. The Associate Director oversees a talented team of professionals who are passionate about KCHA's mission to Transform Lives through Housing. The Department has five functional divisions.

The **Financial Reporting** group is responsible for all internal and external financial reports including the annual financial statements, HUD regulatory reports, and investment accounting.

The **Financial Planning** area prepares and manages KCHA's annual budget-\$440.2 million in 2021.

The **HUD Financial** staff manages over \$212 million annually in Housing Assistance Payments to landlords participating in the Housing Choice Voucher Program, and they oversee the subsidy requests from HUD which partially fund the Public Housing program.

The **Accounting Operations** group manages the critical functions of payroll, accounts payable, and all other essential accounting operations.

The **Technical Accounting** team manages General Ledger functions, administers the Purchasing Card program, and has all development accounting duties.

A **Business Analyst** reports directly to the Associate Director and is responsible for the smooth operations of all department software applications including Unit4 ERP, Spreadsheet Server, and Vena.





## The Ideal Candidate

The King County Housing Authority is seeking a professional leader of excellent reputation and character. The ideal candidate will have a number of traits and experience:

Top candidates will have a comprehensive background in the principles and practices related to accounting and finance including an in depth understanding of laws, rules and regulations, policies and procedures related to financial management/controls, cost and fixed accounting, auditing, and Generally Accepted Accounting Practices (GAAP).

- The ability to analyze and develop innovative approaches to mission, including a strong understanding and commitment regarding racial equity issues in our community, will be crucial. Strong communication skills, both spoken and written, are an important competency.
- Successful candidates will be collaborative and strategic thinkers with an ability to see the larger picture as well as the smaller tasks necessary for HCV program success.
- The successful candidate will have a strong intellect, an innate curiosity, and a high degree of emotional intelligence. Excellent interpersonal skills are essential as the successful candidate will establish and nurture relationships with internal and external stakeholders and staff.
- The culture of KCHA is team-centric and highly collaborative. The successful candidate should have demonstrated success working in a diverse environment and community and bring an unquestioned integrity to the position. Top candidates will thrive in a strong team environment.
- A strong leader who communicates a sense of mission and vision, backed by the ability to establish and accomplish goals and objectives. Brings a proven track record of delivering results, designing innovative programs, and leading diverse groups of people to sustain a high performing operation is critical.

## Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities will be considered. A typical way to obtain the qualifications and competencies is:

**Education:** A Bachelor's degree in accounting, finance, economics or other relevant field. Certification as a Public Accounting (CPA) is preferred.

**Experience:** A minimum of five years of experience in budgeting and/or financial management. A minimum of 3 years of supervisory and management experience. An equivalent combination of education and experience will be considered.

**Preferred:** Experience working in a public agency.

## The Compensation

The hiring salary range for this at-will, exempt position is \$101,545 to \$125,000. KCHA offers an outstanding benefits package, including Washington Public Employees' Retirement System (PERS).

## The Recruitment Process

This position is open until filled; however, interested candidates should apply by the first review date on **November 29th**, 2021 by 4:30 p.m. Electronic submissions should be submitted online at [www.kcha.org/employment](http://www.kcha.org/employment) and should include a compelling cover letter, a comprehensive résumé, and two professional references.

Interested candidates are encouraged to contact Sarah Crane, Senior Recruiter, by email at [sarahcr@kcha.org](mailto:sarahcr@kcha.org) with confidential inquiries and questions regarding the recruitment process.