

Career Opportunity



Assistant Controller

Salary

\$79,743 to \$90,075 Annually

Department

Finance and Accounting

Reports to:

Controller

Closes

Open Until filled

Position summary

- Provide technical and administrative leadership to the finance, accounting and risk management functions for the Tulsa Housing Authority (THA). Provide technical expertise in the interpretation and application of the Housing and Urban Development accounting regulations and the Generally Accepted Accounting Principles applicable to THA.

Summary of Duties:

- Responsible for the proper accounting of all financial activity of the Authority and other Non-THA entities in order to meet all HUD and management accounting requirements. Direct the preparation and publishing of budget and financial reports (initiate, review, approve, and track financial budgets and budget forecasts for all departments) for both THA and Non-THA entities.
- Report non-compliant actions to appropriate THA management. Provide internal and external accounting and financial reporting for THA and Non-THA entities as required. Initiate and administer the annual review and reconciliation of the physical inventory with the perpetual inventory records for both THA

fixed assets and warehouse materials. Administer all special grants funded by any source and control the expenditures to assure they are consistent with the terms and conditions of the grant contract.

- Administer THA insurance contracts in force to apply for claims and assist in negotiating settlements with the insurance carriers. Monitor the expiration dates of these contracts and review and approve Requests for Proposals for the Contract Administration Department.
- Assure the THA Accounting Procedure Manual is current and available to the appropriate members of management. Assist in the preparation of the annual Public Housing Assessment System Certification and REAC FDS submissions. Assist with all Independent Public Accountants. Perform other functions as assigned.
- The incumbent will be responsible for four (4) or more professional level accountants and four (4) or more clerical positions. Directly supervises 3 to 5 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Minimum requirements

1. Bachelor's Degree from four college or university.
2. Minimum of four (4) years experience with heavy emphasis on budget preparation and financial accounting and/or training; or equivalent combination of

education and experience. Supervisory experience a plus.

3. Certified Public Accountant (CPA) is desired but not required.
4. Requires a valid Oklahoma Driver's license.

To apply

Qualified candidates should submit a resume, cover letter and salary requirements to hr@tulsahousing.org or fax to **918-581-5721**. You may also apply online at tulsahousing.org.

Applications and resumes may be mailed to:

Tulsa Housing Authority
Attn: Human Resources
415 E. Independence
Tulsa, OK 74106

About Tulsa Housing Authority

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

Mission statement

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

THA is an equal opportunity/affirmative action employer.

We perform criminal background checks and drug testing.

Men, women and THA residents are encouraged to apply.