

# Career Opportunity



## Assistant Controller

### Salary

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

### Department

Finance and Accounting

### Reports to:

Controller

### Closes

Open Until filled

**Internal candidates must have an internal application turned in to HR by 4 pm, Thursday, November 8, 2018.**

### **Position summary**

Provide technical and administrative leadership to the finance, accounting and risk management functions for 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 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. Analyze and track financial performance of all departments and notify staff and management of variances to the approved budget. Recommend corrective action to appropriate THA management that will eliminate non-compliant situations and budget variances. This position is the lead for all budget issues and will attend all budget meetings.

Prepare, document, and submit HUD budgets and formula calculations to HUD in a timely and accurate manner. This includes analyzing HUD regulations regarding requirements for submission and communicating impact with Senior Management.

Provide leadership in the development and implementation of Accounting Department planning activities.

Initiate and administer the annual review and reconciliation of the physical inventory with the perpetual inventory records for THA fixed assets.

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.

Prepare, document, and implement cost allocations for the Authority and related entities and ensure that these allocations are in compliance with the applicable OMB circular and HUD requirements.

Administer investments for the Authority. This includes cash management for all entities and ensuring that funds are collateralized in accordance with HUD requirements.

Review and analyze various forms of technical information and provide management with written and oral analysis.

Administer THA insurance contracts in force to apply for claims and assist in negotiating settlements with the insurance carriers.

Assist in the preparation of the annual Public Housing Assessment System Certification, Section 8 VMS, SEMAP and REAC FDS submissions.

Assist with all Independent Public Accountants.

Perform other functions as assigned.

The incumbent will be responsible for six or more professional level accountants.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises 4 to 6 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-year college or university.**
- 2. A minimum of six years of experience with heavy emphasis on budget preparation and financial accounting and/or training or a MBA or CPA. An applicant with an equivalent combination of education and experience will be considered. Supervisory experience is 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](mailto:hr@tulsahousing.org) or you may apply online at [tulsahousing.org](http://tulsahousing.org)

### **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.

### **EOE**

***We perform criminal background checks and drug testing.***