



EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: Finance Manager
External/ Internal Posting

Announcement No.: 20-027

DEPARTMENT: Finance Department
SALARY RANGE: \$63,107 \$100,901 per annum

OPENING DATE: Wednesday, December 2, 2020
CLOSING DATE: Until Filled

POSITION SUMMARY: Under direction of the Chief Financial Officer (CFO), this position supervises, plans, and coordinates the activities and operations of the Finance Department. Position is responsible for coordinating all operational activities for accounting, auditing, and financial reporting. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

SUPERVISION EXERCISED: Exercises supervision over professional, technical, and clerical staff.

ESSENTIAL JOB FUNCTIONS/DUTIES: Primary essential job functions are listed in “bold.”

- **Supervise finance personnel. Supervisory duties include: instructing, assigning, reviewing and planning work of others; monitoring standards; coordinating activities; allocating personnel and recommending employee transfers, promotions, and salary increases as appropriate.**
- **Assist in developing, implementing and reviewing goals, objectives, policies, and priorities for Finance Department.**
- **Coordinate all operational activities for accounting, auditing, financial reporting, contracting, and materials management functions in accordance with Housing Authority policy and procedures.**
- **Coordinate fiscal services matters with other divisions within SNRHA and outside organizations; provide staff assistance to the Chief Financial Officer as required.**
- **Prepare and present reports and other necessary correspondence as required.**
- **Plan, schedule and assign tasks necessary to complete Single Audit Report in accordance with Housing Authority standards and generally accepted accounting practices.**
- **Develop system of internal controls that effectively documents the procedures and practices necessary for proper internal controls.**
- Identify opportunities for improving materials and service delivery methods and procedures.
- Reconcile general ledger accounts in an accurate and timely manner. v
- Prepare spreadsheets and analysis on demand.
- **Adhere to the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended.**

MINIMUM REQUIREMENTS: Applicants must possess experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

- Experience:** Five (5) years of previous experience that includes progressively knowledgeable and skilled governmental and/or non-profit accounting experience; three (3) years should include prior supervisory experience;
- Education:** Bachelor’s degree in Finance, Accounting, or closely related field; OR nine (9) years equivalent combination of education and experience.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of SNRHA organization, operations, policies, and procedures.
2. Knowledge of general accepted accounting principles and extensive procedures with respect to governmental accounting.
3. Knowledge of professional accounting principles and procedures to include the functions of auditing, statement analysis, reconciliation, posting, balancing, and financial reporting.
4. Ability to review and analyze a wide variety of forms, statements, reports and documentation to verify accuracy and compliance with applicable regulatory and accounting standards.
5. Ability to research and resolve accounting inconsistencies, out-of-balance conditions, and errors.

Motor Vehicle Operator Identification: Selectee must; (1) possess or have the ability to obtain a valid Nevada Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

Supplemental Information: This is an **exempt** position and **is not** eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

Pre-Employment Drug Testing & Background Check: Satisfactory results of the pre-employment drug test and background check to include criminal, employment, and educational is required.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Company will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

HOW TO APPLY: All interested candidates must submit complete Employment Application, with updated resume attached. Applicants can visit www.snrha.org, click on employment tab and complete Employment Application on the job portal. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned. The closing date may be earlier than listed based on number of applications received.**

Notice to Disabled Applicants: To request an accommodation contact the Human Resources Department.

QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS. AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTION 3 HUD EMPLOYER.