



## Job Description

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**Job Title:** Chief Financial Officer  
**Report to:** President & CEO  
**FLSA Status:** Salary/Exempt

### Position Summary:

The Chief Financial Officer (CFO) is a key executive leader responsible for the overall financial management, planning, risk management, and reporting for the Housing Authority. The CFO ensures fiscal integrity and sustainability while supporting the organization's mission to provide affordable, quality housing. This includes oversight of budgets, audits, financial reporting, procurement, compliance with federal and state regulations (including HUD & IHDA requirements), and strategic financial planning.

### Key Responsibilities:

#### 1. Financial Leadership & Strategy

- Develop and execute financial strategies aligned with the Housing Authority's strategic goals.
- Serve as a strategic partner to the Executive Director and Board of Commissioners on financial matters.
- Prepare and present financial reports and forecasts to the Board and executive team.

#### 2. Budgeting & Financial Planning

- Assist in the development and lead the management of the annual budget.
- Monitor actual performance against budget, analyze variances, and recommend corrective actions.
- Oversee long-term financial planning and capital project funding strategies.

#### 3. Financial Reporting & Compliance

- Ensure timely and accurate monthly, quarterly, and annual financial statements.
- Maintain compliance with HUD regulations, GASB, OMB Uniform Guidance, and other applicable federal, state, and local guidelines.
- Coordinate the annual external audit and implement audit recommendations.

- Oversee the issuance of all debt, bonds, etc. and execute required deliverables.

#### **4. Real Estate Development & Capital Finance**

- Partner with development teams and legal counsel to help structure financing for affordable housing projects, including:
  - LIHTC (Low-Income Housing Tax Credits)
  - RAD (Rental Assistance Demonstration) conversions
  - Section 18 demolition/disposition
  - CDBG, HOME, and other federal/state housing finance tools
- Assist with preparation of pro formas, capital budgets, sources/uses statements, and project cash flow.
- Manage financial aspects of public-private partnerships and developer agreements.
- Oversee drawdown and compliance with development funding sources.

#### **5. Grants & Program Financial Management**

- Monitor and manage financial aspects of HUD and other grant-funded programs, including Public Housing, Housing Choice Voucher Program (Section 8), RAD conversions, and capital fund programs.
- Ensure proper use and reporting of restricted funds.

#### **6. Procurement, Risk Management & Internal Controls**

- Oversee procurement processes to ensure transparency, efficiency, and compliance with HUD procurement rules.
- Establish and maintain strong internal controls and risk management practices.
- Manage insurance programs and liability coverage.

#### **7. Team Leadership & Development**

- Supervise and develop finance, accounting, and procurement staff.
- Foster a culture of continuous improvement, accountability, and professional development.

#### **Required Qualifications:**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field (Master's degree or CPA preferred).
- Minimum of 7–10 years of progressively responsible financial management experience, including leadership in a public housing authority or government agency.
- Strong knowledge of HUD programs, accounting principles (GASB), and federal grant management.

- Demonstrated ability to lead teams, manage complex budgets, and communicate financial information to diverse stakeholders.

### **Skills & Competencies:**

- Strategic thinking and financial acumen.
- Knowledge of ERP financial systems (e.g., HAB / MRI).
- Excellent communication, leadership, and interpersonal skills.
- Strong analytical and problem-solving abilities.

### **Working Conditions:**

- Primarily office-based with occasional travel to properties or public meetings.
- May be required to attend evening or weekend board meetings or public events.

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### **Equal Opportunity Employer Statement:**

Greater Metropolitan Area Housing Authority of Rock Island County and its Affiliates are an Equal Opportunity Employer. We are committed to providing an inclusive and welcoming environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, marital status, veteran status, or any other status protected by applicable federal, state, or local laws.