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## **JOB DESCRIPTION**

**Job Title:** Fiscal Officer – Full Time (40 hours per week, Salaried, Exempt)  
**Responsible To:** Executive Director

### **I. The Mission of the Falmouth Housing Authority**

The Falmouth Housing Authority is committed to ensuring safe, decent and affordable housing by working cooperatively with community, state, federal and local officials. The Falmouth Housing Authority (FHA) always endeavors to make the best use of all available resources so our residents and participants can live in an atmosphere of dignity and respect, free from discrimination.

### **II. Job Statement**

The purpose of the Fiscal Officer is to support the mission of FHA in a wide range of activities. The Finance Officer (FO) reports to the Executive Director (ED) and is an integral part of the management team. This role encompasses a unique blend of responsibilities, such as the FO oversees the operations of the Accounting Department, maintains complete and accurate books and records for the various state and federal programs; ensures that adequate funds are available for obligations to vendors and the FHA payroll; acts as a liaison to State, Federal, and independent auditors; analyzes internal control and financial programs. The FO monitors all program budgets to ensure expenditures fall within budget guidelines in accordance with Massachusetts General Laws.

### **III. Job Description**

#### **Objective A – Program Activities**

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required.

**Other duties may be assigned.**

1. Prepare various reports for state and federal agencies and FHA management
2. Ensures that federal and state accounting regulations are being administered
3. Transfers funds to programs and bank accounts
4. Analyzes and interprets general ledger accounts and reports
5. Reviews accounting information, including reconciliations, for accuracy and classification
6. Reviews contracts and related cash disbursements
7. Ensures that contracts are consistent with procurement rules and makes recommendations for contracts that must be re-bid. Maintains procurement documentation.
8. Reviews invitations to bid and RFP's for finance-related activities
9. Responsible for asset inventories
10. Maintains revolving fund allocation tables
11. Maintains accounting records for all grant activities ensuring reimbursements are received from HUD, DHCD, and other agencies in a timely manner
12. Makes recommendations for policies and procedures related to accounting activities

13. Recommends parameters and guidelines for GAAP accounting and any accounting changes initiated by HUD and/or DHCD
14. Acts as a liaison with employee benefit providers
15. Reviews and submits payroll data for processing
16. Submits and maintains workman's compensation documentation
17. Compiles data and provides reporting to outside organizations
18. Assists in the preparation of operating and grant budgets
19. Works with the ED to coordinate retention of accounting records and disposal per the Office of the Inspector General
20. Posts data from various modules and runs general ledgers on a monthly basis.
21. Responsible for year-end general ledger close outs and transferring of balances to new year, including W2s and 1099s.
22. Sets up new funds, account numbers, departments, and projects on chart of accounts
23. Provides financial interface with other departments for setting up new process(es). Validates test information from the financial perspective and sets up relative accounting procedure(s).
24. Monitors accrual rates for group health insurance, water and sewer, and prepaid insurance to ensure that expenses are charged to the correct programs.
25. Draws down funds for financial subsidies and reimbursement for grant programs.
26. Reports on fiscal expenditures in applicable federal and state programs software
27. Receives and oversees all accounts receivable and payable, including damages, deposits and and/or reimbursements
28. Supervises accounting staff, if any, assist them in their duties, and prepares written evaluations of staff performance.
29. Works with IT contractor for all FHA technology matters
30. Attends monthly board meetings and report on fiscal matters; participates in various committees as assigned
31. Such other duties and responsibilities as occasionally assigned by the ED

### **Objective B – Operational Excellence**

1. Initiate/return phone calls, e-mails and letters within required time frames.
2. Maintain a high level of daily productivity.
3. Ability to maintain confidentiality, safeguard sensitive information and adhere to Federal Privacy Act.
4. Manage several tasks at once, anticipate and identify problems putting forward solutions that are creative, innovative and flexible.
5. Monitor and accurately interpret rules and regulations relating to the fiscal management of housing authority programs; work effectively with people representing diverse cultural and ethnic backgrounds; communicate clearly and effectively; orally and in writing; establish and maintain effective working relations with other staff, participants, vendors, and community organizations.
6. Ability to identify issues/concerns and direct them to appropriate personnel as required.
7. Attend trainings, workshops and educational opportunities, as assigned.
8. Continuously provide excellent customer service and support.

## **Supervision**

Works under the administrative direction of the Executive Director; duties and responsibilities are defined by Massachusetts General Laws, duties include responsible functions of a complex nature requiring the significant exercise of judgment and initiative to ensure that all financial transactions conform to law and professional standards; works independently within established policies and procedures; assumes direct accountability for departmental results.

## **Minimum Requirements**

- Four (4) year college degree in accounting;
- Four (4) years related full-time experience.
- Thorough knowledge of accounting, budgeting and procurement principles and practices
- Thorough knowledge of general accounting such as payroll, accounts payable, bank reconciliation, account analysis, monthly closings, year-end processes
- Working knowledge of software applications, particularly those related to fiscal management
- Knowledge of generally accepted accounting principles and reporting requirements
- Ability to prepare and analyze complete financial worksheets
- Ability to develop to recommend financial controls and guidance materials
- Ability to work independently, detail-oriented; ability to work with minimum day-to-day supervision
- Prompt and dependable; excellent interpersonal skills.
- Ability to communicate well in English language (oral and written)
- Able to work well under stressful conditions; strong organizational skills.
- Approach problems pro-actively and be solution-focused

## **Physical Requirements**

- Ability to tolerate sustained periods of walking, standing, sitting
- Ability to speak and hear
- Ability to kneel, bend and carry items
- Ability to sit for extended periods of time
- Frequent phone use required
- Ability to use computer
- Repetitive movements

## **Work Environment**

- The functions of this role are conducted in an office environment

## **AAP/EEO STATEMENT**

FHA is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities and conflict resolution.

■ It is also the policy of FHA to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

■ Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

**Other Duties**

Please note this job description is not designed to cover or contain an exhaustive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

■ Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_

Date \_\_\_\_\_

