



## **Broward County Housing Authority – Controller**

### **Job Summary:**

Monitors, directs, and implements the financial activities of the Broward County Housing Authority and affiliated organizations. Ensures maximum utilization of program funds utilizing effective budgetary controls and financial analysis. Performs a variety of administrative and supervisory tasks involving maintaining financial records and preparing reports for internal use; reviewing and approving general ledger entries; preparing and analyzing the low-income housing tax credit properties, operating budget, Housing Choice Voucher Programs, and various grant programs. Reports to the CFO on all strategic and tactical matters related to budget management, cost-benefit analysis, forecasting needs and securing of new funding. Supervises all staff in the Finance Department. Adheres to all required financial compliance and auditing regulations pertaining to governance, GASB, and GAAP.

**Hiring Pay Range:** \$73,754 - \$118,006

### **Years of Experience:**

Five or more years in a professional accounting or finance position preferably in a governmental environment.

### **Education:**

Four-year degree with major coursework in accounting and/or finance.

### **Responsibilities:**

1. Provides oversight of the activities of the Finance Department including accounts payable, accounts receivable, banking, payroll, financial reporting, general ledger administration, grant financial reporting, banking transactions, procurement, and general accounting practices.
2. Prepares quarterly and annual financial reports and work papers preparation and organization including uploading of all client-prepared files to auditors shared file.
3. Secures and administers all organization-wide insurance needs including property, casualty, professional liability, flood, crime, and any other business insurance needs that might develop.
4. Administers various accounting and finance functions over affiliated organizations.
5. Assures tax reporting compliance including 941 filings, quarterly re-employment reporting, IRS TIN matching preparation in ACL and submission, W-2 and 1099 reporting.
6. Establishes and maintains systems and controls that verify the integrity of all financial systems, financial reporting, financial information systems, processes and data.
7. Provides HUD reporting support and certifications as needed.
8. Maintains current information on updates or changes to GAAP, GASB, Internal Audit guidance, HUD, GAO, and financial governance.

### **Core Competencies:**

- Knowledge of budgeting and financial analysis in a small to mid-sized organization.
- Knowledge and experience in accounting or finance including compliance, reporting, governance, auditing, and document preparations.
- Knowledge and experience procuring and managing various business insurances, including property and casualty, helpful.
- Supervisory and managerial skills including performance management, coaching, problem solving, and career development.

- Ability to conduct detailed analysis and to prepare and present accurate and concise financial reports.
- Intermediate to advanced skills in the use of personal computers and various software including Microsoft Office (Word, Excel, Outlook).

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### **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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