

## Assistant Director of Finance

The Quincy Housing Authority is seeking a highly qualified professional to assist the Director of Finance in the administration, implementation and monitoring of accounting systems and functions for the Quincy Housing Authority and all of its managed agencies.

Under the direction of Director of Finance, Administration and Leased Housing the Assistant Director of Finance assists in the administration, implementation and monitoring of accounting systems and functions for Quincy Housing Authority and all of its managed agencies.

Areas of responsibility include: assisting with grant financial administration- including Housing Assistance Payment monitoring, general ledger, payroll, budgeting, forecasting, financial reporting, systems management and network support services.

The Assistant Director compiles, monitors, and analyzes reports and metrics to ensure compliance with federal and state regulations as well as maximization of housing assistance dollars through the Leased Housing program. The Assistant Director will monitor for compliance with all established proper internal controls and audit procedures in accordance with best practices to protect and manage the authority's assets and ensure the integrity of the Authority's financial statements and position. The salary will be based on the candidate's education and experience.

A complete job description may be obtained by contacting Terry Champion

Prior experience in finance required, housing sector finance experience preferred. A bachelor's degree in a relevant field is required. Preference will be given to candidates with knowledge of restricted fund accounting and multi program management. The position will remain open until filled.