



## Tacoma Housing Authority Assistant Comptroller

<b>SALARY</b>	\$108,700.00 - \$135,900.00 Annually	<b>LOCATION</b>	Tacoma, WA
<b>JOB TYPE</b>	Full-Time Regular	<b>JOB NUMBER</b>	202300039
<b>DEPARTMENT</b>	Finance Department	<b>DIVISION</b>	Finance
<b>OPENING DATE</b>	10/20/2023	<b>CLOSING DATE</b>	Continuous

### Description

#### IMPORTANT NOTES ABOUT THIS OPPORTUNITY:

- The starting salary is between the Min and Mid of the salary range, \$108,700 - \$135,900 per year.
- **You must include ALL relevant experience in your application.** Only information that you include in the application form will be considered - you may not attach documents such as resumes and cover letters to the application.
- Position is open until filled. **First consideration is given to applications received by November 13, 2023**

#### Mission

Tacoma Housing Authority (THA) provides high quality, stable and sustainable housing, and supportive services to people in need. It does this in ways that help them prosper and help our communities become safe, vibrant, prosperous, attractive, and just.

#### THA's Values

We value the diversity of our staff. It makes us stronger and more effective. Service, Integrity, Stewardship, Communication, Collegial Support and Respect, Excellence and Leadership are all values of THA.

#### PURPOSE OF POSITION

The Assistant Comptroller supports THA's strategic and operational objectives by providing financial oversight and analysis of THA's core operational areas. This position will also play an integral role in preparing THA's financial statements and annual budget. The Assistant Comptroller has primary responsibility to maintain the agency's budget and financial reporting software. Serves as primary back-up in Comptroller's absence.

### Examples of Duties

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

##### AGENCY MANAGEMENT

Managers and Supervisors share responsibilities for implementing agency-wide objectives and directives through programs and practices which reflect the Vision Statement and the THA in-house cultural objectives. Managers are responsible for supporting a "one agency" perspective while acting as advocates for their work units. Managers support the Executive Team as they:

- Implement organization-wide goals and cross departmental projects and objectives.
- Offer input and feedback to long range, strategic and budget planning processes.

- Maintain both a department and an organization-wide perspective when considering information, issues, and challenges.
- Model the Agency's service orientation with all public, elected or funding agency representatives.
- Conduct business through cross department participation and review, two-way communication, and accountability.

### **ACCOUNTING AND FINANCE FUNCTIONS**

- Assist in preparing and reviewing THA's annual financial statements.
- Provide backup to the Comptroller and provide oversight and expertise to ensure accounting and reporting management complies with federal, state, and local laws, and regulations specific to housing authorities.
- Perform complex technical, professional, and managerial accounting duties such as monthly fiscal closings and systems reconciliation.
- Coordinate audit work with federal, state, and local auditors and independent public accountants.
- Develop and maintain working knowledge of state, federal, and HUD regulations specific to the accounting support function and housing authorities in general.
- Interpret and apply Governmental Accounting Standards Board (GASB) pronouncements.
- Assist the Comptroller in creating policies and procedures that ensure compliance with Federal, State, and local laws and regulations in the agency's financial management and operations.
- Assist in preparing and reviewing the monthly Voucher Management System (VMS) submission and other required financial submissions.
- Prepare and analyze budget and financial reports for THA's staff and leadership team.
- Prepare multiyear financial forecasts and provide recommendations to ensure the long-term financial stability of the agency.
- Coordinate and supervise the preparation and planning of the annual budget, working closely with the Director of Finance.

### **DEPARTMENT SUPPORT**

- Work with the management team to oversee implementation of new programs and changes to existing programs.
- Serve as liaison to other departments to facilitate operational coordination and fulfill organizational needs and requirements.
- Collaborate with staff to develop policies and procedures documenting department practices and performance expectations.
- As directed, participate in or perform special studies or investigations which require analyzing requests and statistics in highly sensitive areas and make recommendations regarding appropriate actions.
- Generate monthly performance reports for the department's Board of Commissioners report submission.

### **SUPERVISION AND LEADERSHIP**

- Supervise and guide staff using management strategies that develop and retain highly competent and highly performing employees.
- Direct, coordinate and review the work plans for assigned staff; assign work activities and projects; monitor workflow; review and evaluate work performance, methods, and procedures and meet with staff to identify and resolve problems.
- Comply with agency performance evaluation policy and conduct evaluations regularly and on time.
- Build and maintain effective relations with a workforce that includes both union and non-union staff.

### **EMPLOYEE ACCOUNTABILITY**

- Perform all responsibilities in service to THA's social justice and business mission to assist low-income households and other customers, and to do so in ways that aspire to programmatic and administrative excellence.
- Fulfill all duties and responsibilities with a high level of integrity, honesty and adherence to agency policies and rules.
- Establish and maintain effective professional working relationships with co-workers, management, partner agencies and the community.
- Present a professional image as a representative of THA.
- Maintain a high degree of confidentiality relative to work performed.

### **DIVERSITY**

THA's staff, its clients, and the staff of community partners are diverse in many ways, including diversity by race, national origin, language, sexual orientation, gender identity, gender expression, age, and disability. THA is committed to cultivating a culture of belonging. We value diverse life experiences and heritage to ensure that all voices are heard. We strive to

respect and protect the dignity of all employees and members of our community. All THA employees must engage diverse people in constructive and effective ways as a supervisor, colleague, business partner, and/or service provider.

## **SECONDARY POSITION TASKS**

- Review journals, periodicals, newspapers and magazines and alert department staff to pertinent information.
- Serve as a member of committees, as directed.
- Remain current with trends, industry knowledge, and continuing education related to the position.
- Perform related duties or responsibilities as assigned.

## **Typical Qualifications**

### **POSITION REQUIREMENTS AND QUALIFICATIONS**

#### **EDUCATIONAL LEVEL AND EXPERIENCE**

- Bachelor's degree in accounting or related field required.
- Minimum two years' experience in a supervisory capacity.
- Three or more years' public accounting or governmental auditing experience preferred.
- Five or more years' experience in progressively responsible accounting or finance position(s).
- Or, a combination of relevant education and experience that demonstrates the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

#### **CERTIFICATION/REGISTRATIONS**

- Licensed Certified Public Accountant (CPA) strongly preferred.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

Possess or acquire and maintain a high level of expertise in the current and evolving principles and practices in the following areas and possess the following attributes:

- Ability to interpret and implement new accounting standards.
- Quickly understand and adapt to statutory and regulatory changes.
- Clear understanding of the role housing policy has played in systemically disenfranchising Black, Indigenous, people of color (BIPOC) communities.
- Principles and practices of budget preparation and administration.
- Interface with co-workers, management, clients, community partners, and others in a courteous, and professional manner.
- Communicate effectively both verbally, and in writing using correct English usage, grammar, spellings, punctuation, and vocabulary.
- Meet productivity standards while managing competing demands that include frequent changes, delays, and unexpected events.
- Organize and work independently in an environment of frequent interruptions.
- Exhibit expertise in the design and maintenance of paper and digital systems to organize, store and retrieve records, data, and documents.
- Ability to engage a wide variety of people with a high level of professionalism, courtesy, and good humor, including culturally, socially, and economically diverse populations, seniors, persons with disabilities, contractors, and professional colleagues.
- Strong commitment to maintain confidentiality in all assignments as directed.
- High degree of proficiency in Microsoft Office products, including Word, Excel, and Outlook and otherwise to be effective without close clerical support.

## **Supplemental Information**

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that an employee must handle to successfully perform the essential functions of this job. This position requires working regularly within THA's offices. The job's activities occur primarily in indoor office settings:

- Occasional standing, walking, sitting, using hands to finger, handle, or feel objects, tools, or controls; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching, or crawling; talking or hearing; occasionally lifting and/or moving up to 25 pounds.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Position generally scheduled Monday - Friday; with occasional weekend work. Will require attendance at evening meetings, council sessions or after-hour events. May require attendance at off-site meetings.
- While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.
- The noise level in the work environment is usually moderate; job site noise level may be louder.

### **EQUAL OPPORTUNITY EMPLOYER**

THA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type with regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expressions, or any other characteristics protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

We provide reasonable accommodation to all applicants and employees that can perform the essential duties of the position with or without reasonable accommodation. If you require reasonable accommodation, please direct your inquiry to the Human Resources Department at (253) 448-2704 for assistance. We ask for at least 24 hours advance notice when possible.

### **COVID-19**

Tacoma Housing Authority has a COVID-19 Recommended Vaccination Policy that strongly encourages all regular, part-time, and temporary employees be fully vaccinated against COVID-19 for the health and safety of its workplace and community.

Regardless of vaccination status, employees must comply with THA's safety requirements, which may include enhanced safety precautions such as face coverings, physical distancing, and other safety protocols. THA does not tolerate harassment or discrimination due to vaccine status or a request for an accommodation that protects employees from COVID-19 exposure.

THA reserves the right to modify this policy at any time in its sole discretion to adapt to changing local, state, and federal law and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

### **WORK ARRANGEMENT OPTIONS**

All employees have a 120-day probationary period that starts on the 1st day of employment in the position. During this time, employees will train, onboard, and perform their work in-person/in-office. Depending on the position and as approved by the manager, employees may have an option to work a hybrid schedule (part remote, part in-person) once they successfully pass probation.

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#### **Agency**

Tacoma Housing Authority

#### **Address**

902 So. L Street

Tacoma, Washington, 98405

#### **Phone**

253-207-4403

#### **Website**

<http://www.tacomahousing.org>

### **Assistant Comptroller Supplemental Questionnaire**

**\*QUESTION 1**

The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified and you may need to provide additional supporting documentation. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire, you're attesting the information you provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration or result in dismissal. "See Resume" is not an acceptable answer to the questions.

- Yes, I understand and agree.
- No, I do not agree.

**\*QUESTION 2**

What is your highest level of education?

- High school diploma/GED
- Certificate of completion
- Associate's degree
- Bachelor's degree
- Master's degree
- Doctorate/Professional degree

**\*QUESTION 3**

How many years experience in a progressively responsible accounting or finance position do you have?

- Less than 5 years
- 5 years
- More than 5 years

**\*QUESTION 4**

How many years experience in a supervisory capacity do you have?

- Less than 2 years
- 2 years
- More than 2 years

**\*QUESTION 5**

Please describe any combination of education and lived experience that demonstrates your knowledge, skill, and ability to perform the duties of this position.

\* Required Question