



Position Description

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| Position Title: | Finance Operations Administrator | Department | Finance |
| Reports to: | Executive Director | Employment Status: | Full-time |
| FLSA Status: | Exempt | Date Created: | June 20, 2025 |

Summary

Responsible to administer, advise, manage/coordinate and oversee the financial management programs and activities of the Beaufort Housing Authority's (BHA) owned and/or managed properties and non-profit, including day-to-day financial operations; asset and debt management; directing, maintaining, and controlling an accounting system that properly reflects the financial position of BHA; interpreting, communicating and administering Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), IRS, HUD standards and regulatory requirements, and BHA policies and procedures. The role is crucial in ensuring accurate financial reporting by optimizing project profitability and process analysis. The ideal candidate will have a solid understanding of accounting principles, procurement, and the intricacies of development projects, along with exceptional leadership and communication skills. In addition, embraces technology and the ability to overcome resistance to change. This role assists in creating a positive and supportive work environment and establishes a culture of teamwork and communication.

Essential Duties and Responsibilities

The duties and responsibilities referenced below are the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned as needed.

- Ensures all accounting activities, day-to-day financial operations, and asset and debt management are in accordance with established legal, regulatory (GAAP, GASB, IRS, HUD), and BHA policies and procedures.
- Oversees and prepares entries and adjustments to BHA general ledger, financial records, files, and statements.
- Ensures internal and external financial transactions are accurately and timely recorded and reported.
- Maintains accurate fiscal records for annual audits, eliminating any findings or questionable cost.
- Prepares and electronically submits all required periodic, end of year and special reports and supporting documentation while ensuring accuracy and timeliness.
- Assists department/program managers with financial and variance analyses and budget preparation. Analyzes and calculates operating subsidy and revisions. Analyzes Units Months Leased (UML) and HUD-approved exempt vacancies. Prepares annual budgets and revisions. Monitors costs and expenses.
- Reconciles and balances financial statements and accounting records and ledgers. Analyzes revenue and expenditures. Researches and reviews financial activities, compiles findings and recommendations for managerial decision-making.
- Performs capital funds accounting and budgeting. Processes payment vouchers via eLOCCS, reconcile and disburse funds and expenditures.
- Invests surplus funds as needed.
- Analyzes financial data submission and management data submission at fiscal year-end prior to electronic submission to HUD.
- Develop and implement financial strategies to support development projects.
- Responsible for approving bi-weekly payroll and all quarterly financial reports.
- Oversees the procurement functions of the Agency and managed properties to include review of the payment process for compliance with Authority policies. Educates staff, vendors and partners of procurement and purchasing procedures. Makes recommendations to the Executive Director on improvements to policies and compliance with federal and state procurement guidelines.
- Oversees and/or performs bank reconciliation, track utility usage for Authority's properties and processes journal entries for payroll tax deposit expenses, insurance allocation, utility check expense, tenant accounts adjustments, transfer of expenses and liability account adjustment.



- Responsible for completion and oversight of all electronic media financial submissions required by HUD and any federal and state agencies. Includes preparation and submittal of financial data via the Real Estate Assessment Center (REAC), as well as, quarterly tax forms, 1099's and W-2 forms.
- Oversees annual audits and other third-party monitor reviews and audits in a timely and well-organized manner.
- Prepares confidential financial feasibility studies in conjunction with the annual budget process. Assists in identifying financing alternatives for housing and development projects.
- Responsible for payables, reviews coding and processing of invoices for timely and accurate vendor payments.
- Performs monthly operating and capital fund subsidy drawdown to ensure monies for appropriate programs and maintains general ledgers required for each program in compliance with federal, state, and local requirements.
- Maintains financial information for Fee Accountant such as general ledgers and income statement. Reviews for errors and generate reports to show variances in budgets.
- Prepares annual files for Fee Account and maintains adequate records and reports for annual audit.
- Prepares and maintains VMS reports and supporting documentation. Ensures VMS information is correct and accurate.
- Oversees administration and coordination of all employee benefit programs, including group, workers compensation and retirement programs. Conducts and/or coordinates employment information presentation/materials and enrollments.
- Oversees the operations of various departments, as assigned, ensuring efficient workflow and resource allocation.
- Responsible for travel expenses reports and prepares any necessary reimbursements.
- Responsible for inventory controls, inventory and all inventory reporting.
- Assists the Executive Director in development and repositioning efforts; analyze project cost, budgets, and forecasts to identify potential risks and opportunities.
- Build and maintain positive relationships with residents, community organizations, and other stakeholders.
- Assists the Executive Director in developing and implementing the PHA's strategic plan, ensuring alignment with organizational goals and objectives.
- Trains and directs accounting staff. Provides support and conducts meetings as needed.
- Completes performance appraisals for self and assigned staff on time. Implements and/or adheres to corrective actions or performance improvement plans as needed.
- Directly supports the Executive Director and assists as needed.

Assumes responsibility for directing, maintaining, and controlling an accounting system that properly reflects the financial position of BHA, and managed properties and for the effective performance of all finance functions.

1. Ensures accuracy of general ledger accounts and associated components for all programs, including Public Housing, Housing Choice Voucher, Capital Fund, Grants, non-HUD programs, non-profit, and other affiliates.
2. Oversees the preparation of regulatory and governmental reports. Reviews financial information needed to ensure an accurate statement of BHA, its managed properties, non-profit, and any affiliates financial position to various regulatory agencies.
3. Oversees fixed asset portfolios. Prepares depreciation schedules.
4. Ensures financial records agree with all approved budgets and comply with financial reporting requirements, audit review, and information technology templates that exist in the software.
5. Analyzes and monitors financial and management categories for the purpose of achieving maximum PHAS scoring.
6. Identifying and addressing inefficiencies in workflows, billing and accounting systems; to include software.

Maintains expert knowledge of all financial aspects of BHA programs, including the non-profit or other entities.

1. Maintains detailed knowledge and expertise of Public Housing and Housing Choice Voucher programs, bond financing, capital funds, non-HUD programs, non-profit, and other entities.
2. Effectively interprets, communicates, and administers HUD programs, policies, and procedures as they relate to the financial operations of the Agency and its managed properties.



3. Research and review federal publications and websites as well as industry publications as they relate to Agency financial requirements.
4. Maintains thorough knowledge of developments in the finance and accounting field and of changing governmental and legal requirements.
5. Ensures accounting functions are in compliance with regulations and policies that are relevant to other Federal, State, and Local regulatory requirements, and BHA policies and procedures.

Assumes responsibility for establishing and maintaining effective communication, coordination, and working relations with BHA personnel and management, auditors, HUD, and other external business and accounting professionals.

1. Primary point of contact with banks, investment firms, insurance companies, and auditors.
2. Provides highly complex administrative support, interpretation, and training on financial matters, physical needs assessment, Agency 5-Year Plan, and budget preparation to Executive Director, senior management and programs.
3. Responds to financial and budget-related questions promptly and courteously.
4. Ensures management is appropriately informed of area activities and of any significant problems.
5. Completes related reports accurately and timely. Completes special and/or ongoing projects as assigned.
6. Attends meetings and training as needed.

Education and/or Experience

Bachelor's degree in finance or business administration, or a related field and seven years of progressively responsible experience in Government Programs, preferably HUD Public Housing and Housing Choice Voucher programs and non-profit management experience. A minimum of three years must be in a supervisory capacity; or an equivalent combination of education and experience. CPA preferred.

Required Knowledge

Thorough knowledge of the principals, policies, rules, regulations, and procedures governing Public Housing and Housing Choice Voucher including HUD regulations, GAAP and GASB standards, Capital Fund, non-HUD programs, and non-profit instrumentalities, and affiliates; or an equivalent combination of education and experience. Excellent knowledge of and use of Microsoft Word, Outlook, and Excel spreadsheets, formulas, and cells. Knowledge of the principles of real estate management and development, affiliated non-profits, and related activities LIHTC and RAD preferred.

Skills and Abilities

Strong leadership and managerial skills; strong interpersonal skills; excellent written and verbal communication abilities; ability to comprehend and execute complex governmental regulations; solid planning, organizational and analytical abilities; demonstrated ability to design, recommend, and implement modifications or accounting methods procedures, forms and records.

Necessary Special Requirements

Possession of a valid South Carolina driver's license and the ability to be insured at standard vehicle liability rates.

Other Requirements

Must pass a background check and drug test. The position is considered "safety sensitive" and is subject to random testing.

Beaufort Housing Authority is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy or any other protected characteristic as outlined by federal, state, or local laws.