



Job Posting

August 31, 2008

The Housing Authority of DeKalb County (HADDC) announces an opening for the position of:

Director of Finance

RESPONSIBILITIES: Responsible work administering, advising, managing/coordinating and overseeing financial management programs and activities to include preparing operating budgets, other program budgets and full cycle accounting. Must have a background in Public Housing, Section 8/Housing Choice Voucher Program, Tax Credits, Bond financing, Capital Fund and Mixed-finance development. Must have an understanding of all General Accepted Accounting Principles, operating and capital fund budget management, financial controls, investment activities, as well as procurement and contract management. Must be familiar and have a significant ability to manage grants, HUD's PFS, electronic reporting requirements, calculations and adjustments.

EDUCATIONAL REQUIREMENTS and EXPERIENCE: Bachelor's degree in accounting, finance, business or a directly related field (Masters Degree and/or CPA preferred) with at least seven (7) years of experience in public housing finance and government regulations; or an equivalent combination of training and experience. Excellent written, verbal and public speaking skills, proficient in multiple accounting software packages, Excel and Word. Real estate property management experience preferred.

MINIMUM SALARY: DOQ - \$81,819.73

APPLICATION DEADLINE: Open until position is filled.

HOW TO APPLY:

Application may be filled out online at: <http://dekalbhousing.org/employmentapplication.html>

Applications may be filed in person at the following location:

Housing Authority of DeKalb County
Suite 201
750 Commerce Drive
Decatur, GA 30030

Resumes may be mailed to:

DOF/ACCT Position
Housing Authority of DeKalb County
Suite 201
750 Commerce Drive
Decatur, GA 30030

Resumes may be faxed to: (404) 270-2643. Please include a cover sheet stating position title.

Resumes may be e-mailed to: jobline@dekalbhousing.org