

## CHARLESTON COUNTY HOUSING & REDEVELOPMENT AUTHORITY

is seeking qualified applicants for the position of:

### **Director of Finance and Accounting**

The ideal candidate will be responsible for the operational management activities of the Finance Department and performs various difficult and complex accounting assignments regarding overall financial accounting and reporting.

**Position Summary:** Develop and/or recommend accounting strategies, implement departmental processes and procedures related to accounting practices, reconcile all financial operations, identify discrepancies and taking corrective actions, adhere to financial and budgetary systems in accordance with Generally Accepted Accounting Principles (GAAP), prepare or review various financial statements, balance sheets and internal and external reports, maintains/oversee managerial agreements and financial reporting for all managed properties, responsible for prudent investment of Agency funds, approve bi-weekly payroll and all quarterly financial reports, oversee the procurement functions of the Agency, responsible for travel expense reports and regulations regarding travel expenses, represent the Finance Department to other Agency departments, elected officials, community-based organizations, review year end analysis and adjustments and prepare ledgers for annual audits and other third-party monitoring reviews. Work as liaison with Fee Accountants and outside Auditors in completion of annual HUD FDS financial reporting package. Prepare Annual Management Discussion and Analysis section of HUD annual FDS reporting package. Serve as direct supervisor to Procurement Officer, Sr. Accountant and A/P Specialist and other positions within the Accounting Department.

**Education and Experience:** A Bachelor's degree in Accounting, Finance, or related field from an accredited college or university. 5-7 years of progressively responsible experience in accounting, finance, etc.; one year of which is in the area of low-income housing or a closely related field, or an equivalent combination of education and experience. CPA desired.

**Essential knowledge and skills:** Thorough knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), advanced accounting principles, (now with the implementation of GASB68 and pension reporting requirements, this is going to be even more critical) recordkeeping procedures, budgeting, cost allocation, auditing and financial reporting, knowledge of Department of Housing and Urban Development (HUD) regulations and Accounting, basic internal account controls for public agencies, auditing and budgeting techniques and procedures, the ability to prepare clear and concise narrative and statistical reports, ability to deal effectively with sensitive and confidential information, establish and maintain effective, professional and tactful working relationships with co-workers and persons outside the Agency, supervisory experience. Considerable skills in operating appropriate Agency computer equipment, applicable software including strong Excel experience preferred, Scott Accounting System experience and general office machines; including 10 - key touch.

**Other Requirements:** Must possess a State of South Carolina driver's license and regularly participate in continuous improvement and education.

A completed CCHRA employment application is required for consideration. Resumes will be accepted only with a completed CCHRA application and will not be accepted as a substitute for an application. Applicants must possess a valid S.C. driver's license and be skilled and knowledgeable with personal computer equipment and Microsoft Office applications. The job vacancy announcement is not a contract. All positions will remain open until closed or filled. The status of a position may be changed at any time. Job applications are available at CCHRA.net, or apply in-person Monday thru Friday, 8:30 a.m. - 4:30 p.m. or Wednesday at 8:30 a.m. until Noon. Return completed application(s), **with job title in subject line**, in pdf format to [hrapps@cchra.net](mailto:hrapps@cchra.net) or bring or mail to.

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