

**CITY OF SALEM - HOUSING AUTHORITY
FINANCIAL SERVICES SUPERVISOR**

**00161
30161
50161**

NATURE OF WORK

This is responsible supervisory and advanced professional work in accounting, budgeting and computer operations.

An employee in this class directs the accounting, budgeting and computer operations for the Housing Authority. Work responsibilities include budget preparation, administration and control; maintenance of accounting records; and maintenance and development of computer applications. Supervision is received in the form of work objectives from the Housing Administrator.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the duties listed, and many positions will involve duties which are not listed.)

Develops budget calendar; formulates and prepares preliminary budgets and revenue estimates for the Housing Authority and Englewood East (housing project); works with staff and Housing Administrator to prioritize requests; prepares supporting documentation and presents budget to Housing Advisory Committee and Housing Authority Board.

Evaluates current and proposed HUD regulations affecting budget and estimates any potential financial impact.

Monitors and evaluates budget versus actual income and expenditures; keeps staff informed of financial status and proposes corrective action as deemed necessary.

Plans, assigns and reviews the work of the accounting staff in the areas of cash management, investments, revenues and expenditures.

Makes investment decisions based on guidelines established by HUD.

Develops, recommends and implements new/revised accounting projects and procedures to respond to problems and new regulations.

Develops new computer applications and programs; performs testing of, debugs and modifies programs; maintains system documentation; troubleshoots computer problems.

Installs and/or oversees the installation of new hardware/software; provides for staff training.

Performs special projects and reports such as Board reports and/or researching operational problems and recommending solutions.

Performs other related work as required.

WORK QUALIFICATIONS

Considerable experience in accounting and budgeting including progressive supervisory responsibility, preferably with experience in computer operations; graduation from a four-year college or university with major course work in accounting, data processing, public administration, business administration or related field; or any equivalent combination of experience and training which provides the following knowledges, skills and abilities:

Thorough knowledge of professional, accounting and budgeting principles, techniques and procedures.

Thorough knowledge of modern office practices and procedures and of standard office and accounting equipment.

Considerable knowledge of computer operations and applications, including COBOL programming.

Considerable knowledge of HUD regulations and guidelines or the ability to acquire such knowledge during probationary period.

Considerable ability to formulate and install standard and special accounting methods and procedures and computer applications.

Considerable ability to communicate effectively both verbally and in writing.

Ability to plan, organize, instruct and supervise the work of others.

Personnel Director