

FINANCE & ACCOUNTING ADMINISTRATOR

Salary Range: \$59,971 - \$108,354

Salary commensurate with experience and qualifications.

ARIZONA DEPARTMENT OF HOUSING

HOUSING IS THE FOUNDATION FOR SUCCESS. WE LEAD AND COLLABORATE WITH OUR COMMUNITY PARTNERS TO CREATE, PRESERVE AND INVEST IN AFFORDABLE HOUSING. WE PROTECT HOUSING CONSUMERS AND REVITALIZE COMMUNITIES TO MAKE ARIZONA THE BEST PLACE TO LIVE.

Visit our website at www.azhousing.gov

All Arizona State employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

ABOUT THE AGENCY

The Arizona Department of Housing was established in 2002 to provide housing and community revitalization to benefit the people of Arizona. The agency provides funding to aid in building stronger communities, with most funding geared toward lower income households and neighborhoods. With the exception of mortgage foreclosure avoidance assistance, first-time homebuyer assistance, and the Section 8 program in Yavapai County – in which the agency offers assistance directly to the public, the majority of the resources of the agency are passed through in the form of loans, grants, tax credits, mortgage or bond financing, and other subsidies, to its Housing Partners, which are local and tribal governments, public housing authorities, for-profit and non-profit housing developers, and other organizations engaged in providing affordable housing and other community-related services. With this type of mandate comes enormous responsibility in the area of contract and project management, monitoring, and regulation enforcement.

JOB SUMMARY

Reporting to the Deputy Director, this position will serve as the Administrator of the Finance & Accounting Division for a mid-sized State agency. This position is responsible for maintaining the integrity of a fiscal services system comprised of mainly federal dollars of approximately \$100 million per year, as well as duties related to overseeing the accounting functions of the Arizona Home Foreclosure Prevention Funding Corporation, an affiliated non-profit organization that provides foreclosure assistance of approximately \$80 million per year in federal dollars. Responsibilities include, but are not limited to: supervision of accounting staff; maintain the state accounting system; confer with the State General Accounting Office (GAO) regarding AFIS and other accounting issues; load annual appropriations; serve as the primary contact for issues connected with accounting on multiple federal grants and related audits; identify all expenditures and revenues by fund; oversight of loan servicing activities for single and multifamily loans; prepare monthly, quarterly, and annual reporting documents; review all financial data; provide accurate and timely financial reports for all revenue and expenditures invested and expended by the agency; assist with the compilation of federal indirect or cost allocation plans, as needed; oversight of financial procedures; provide assistance to the Deputy Director in the submittal of the annual budget to the Governor's Office of Strategic Planning and Budgeting; attendance at meetings; other duties as assigned.

QUALIFICATIONS

Minimum qualifications include: knowledge related to accounting management practices, accounting principles, including appropriate fund accounting for state, federal and nonprofit expenditures; internal controls; accounting software (ideally, the State's accounting system, AFIS), intermediate to advanced level in Excel and other Microsoft products; forecasting; purchasing and procurement procedures; flow charting; workload measurement; considerable knowledge of the principles and practices of administration and management. Skilled at management, supervision and leadership; good oral and written communication skills; ability to interpret laws, rules, and regulations pertaining to accounting for public and nonprofit funds; analyzing reports and performance data; ability to effectively delegate; time management; cash flow management; ability to interact effectively with staff, vendors, other governmental agency representatives, and citizens. Minimum of at least a four year college degree in accounting, finance or related field is desired; Certified Public Accountant preferred.

Include a cover letter when submitting your resume that clearly conveys your qualifications for this position.

BENEFITS

The State of Arizona provides an excellent comprehensive benefits package including:

- Medical, Dental, Life, and Short-term disability insurance plans
- Top-ranked retirement and long-term disability plans
- Accrued vacation and sick leave
- 10 paid holidays per year
- Deferred compensation plan
- Credit union membership
- Wellness plans

RETIREMENT

Participation in the Arizona State Retirement System (ASRS) is required. New hires may be subject to a 26 week waiting period for enrollment.

Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.

All newly hired employees will be subject to E-Verify Employment Eligibility Verification.