


DIRECTOR OF FINANCE

Starting Salary : \$7,500-\$8,750 per month plus benefits, DOE
Closing Date: Noon, Wednesday, June 13, 2018

Looking for a great place to work where you can really make a difference in the lives of others? Look no further, the Everett Housing Authority is the place for you. We have a great opportunity for a qualified person to become a Director of Finance.

If you're looking for a great benefits package we have that as well!

- Accrue up to 22 vacation days in first year of employment;
- 13 paid sick leave days;
- 11 paid scheduled Holidays plus 1 addition floating holiday per year;
- Medical Insurance;
- Dental Insurance;
- Life Insurance;
- Long Term Disability Insurance;
- State Retirement Fund;
- Flexible work schedule,
- Employee Assistance Program;
- Wellness Program;
- Tuition reimbursement.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Bachelor's degree in business or public administration, accounting, urban planning or related field of study

PLUS:

- Five (5) years of increasingly responsible experience in financial management;
- Minimum of three (3) years of supervisory experience in a financial work setting;
- Extensive knowledge of and ability to use various financial software programs;
- A minimum of 8 - 10 years of progressively responsible administrative experience in business; finance, urban planning or housing development and management.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Financial practices, including budgeting, forecasting and accounting;
- Principles and practices of modern financial management and techniques;
- Principles of training, coaching and directing work of assigned employees;

- Budget preparation and control; public sector experience beneficial;
- Principles and methods of effective communication;
- Records management techniques, including archival requirements;
- Laws, rules and regulations related to assigned activities;
- Agency organization, operations, policies and objectives;
- Computer information and networking systems;
- Strong interpersonal skills;
- Excellent written and oral communications skills;
- Effective leadership principles and practices.
- Work independently, and direct activities and personnel in assigned functions;
- Train, supervise and evaluate the performance of assigned personnel;
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Maintain records, archive documents according to regulations, and prepare reports;
- Lead and influence others;
- Effectively administer the business activities and programs of the Authority;
- Persuade, negotiate and work effectively with people;
- Establish effective relationships with EHA residents;
- Communicate effectively in oral and written English;
- Establish and maintain cooperative and effective working relationships with others;
- Extract data from a networking system to create customized reports;
- Effectively plan, organize and delegate work to meet schedules and timelines.

LICENSES AND OTHER REQUIREMENTS

- CPA certification;
- Valid Washington State Driver's license or ability to obtain one within 60 days and good driving record;
- Fair Housing Certification or ability to obtain one within 90 days.

[PLEASE CLICK HERE FOR A FULL JOB DESCRIPTION AND TO APPLY](#)

Candidates shall not have a felony criminal conviction; successful candidates will be subject to a criminal background check and drug test.

The Everett Housing Authority is an Equal Opportunity Employer