



VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

CONTROLLER

Department:	Finance	Reports to: Chief Financial Officer (CFO)
Job Type:	Regular-FT/ Non-union	FLSA Code: Exempt/ Salaried
Rate:		
Internal Posting:	12/15/2021	
Posting Expires:	12/25/2021	

Position Summary:

Under the direction of the Chief Financial Officer, the Controller will be responsible for the various accounting functions relating to **Park City Communities (PCC)** preparation of financial statements, REAC submission, reconciliations, journal entries and other financial reports. Formulate and administer approved HUD and accounting practices throughout the Housing Authority to assure that financial and operational reports accurately reflect the condition of the business and provide reliable information necessary to control operations. Administer the operating and capital budgets, design and monitor financial controls and plan investment strategies for the Housing Authority.

The Controller plans, coordinates and supervises the Accounting and Payroll staff. Provides limited oversight to budget/grants. Highly motivated individual to assist the Chief Financial Officer with all functions, as well as independently performing various functions at an advanced level. Demonstrate strong cognitive ability in assisting and evaluating problems. Contribute towards the achievement of PCC's goals and objectives.

Key Duties/Essential Job Functions:

Operations

- Participates in the development and implementation of goals, policies, procedures, and priorities relating to accounting and financial reporting, reviews and recommends improvements to accounting. Budgeting reporting procedures and staff duties.
- Assist in developing internal audit protocols and performs periodic internal audits of various Authority functions and program administration.
- Oversees the development of the Capital Fund 5-year plan and inputs plan into EPIC
- Recommend changes to accounting systems including establishment of additional General Ledgers or other accounting requirements.
- Participate in the development and periodic revision to cost allocation systems for Authority programs.
- Participate in meetings with the Chief Financial Officer and bank officials to coordinate Park City Communities banking arrangements and depository agreements.



- Verifies/posts journal entries and bank transfers from properties for funding escrows, replacement reserves, managements fees, mortgage payments, etc.
- Assist in researching and contracting for the full range of the Authority's insurance needs.
- Monitor daily cash position to assure adequate funds on hand to cover operational costs.

Supervision

- Manages the workflow of the Finance Department staff including planning, assigning, reviewing work, evaluating work performance, and completing performance evaluations, coordinating activities, maintaining standards, training, and developing employees, taking appropriate action on employee relations issues, and recommending and implementing discipline.
- Participates in recruitment related processes for the finance department.

Reporting

- Participates in all aspects of financial reporting such as the preparation of PCC's annual financial report to HUD (Financial Data Submission), annual GAAP financial statements and other special-purpose reporting, both internally and externally.
- Supervise the preparation of monthly, quarterly, and annual financial reports for HUD and Bridgeport Housing Authority Commissioners. Responsible for detailed account analysis of all balance sheet accounts at fiscal yearend. Responsible for fiscal year-end accruals, closing entries and year-end close of ledgers. Prepare and submit LIPH budget forms 52722 and 52723.
- Perform other related duties as assigned.

Knowledge/ Skills/ Abilities:

- Extensive knowledge of General Ledger, Journal Entries/Month-end Closings, Financial Statements preparation, Financial Statement Analysis.
- Knowledge of the principles and practices of public housing management, governmental and HUD regulations relating to all Authority programs.
- Ability to manage employees. Strong interpersonal and written communications skills with ability to interact with persons of various social, cultural, economic, and educational backgrounds. Experience in dealing with vendors.
- Ability to establish and maintain effective working relationships with various departmental officials, vendors, subordinates, employees, and their representatives, professional groups, and the general public.
- Substantial knowledge of both commercial and government accounting.
- Knowledge of HUD's Performance Funding System. Knowledge of Low-Rent Housing Accounting and Section 8.



- Knowledge or familiarity of Federal and State grant management requirements.
- Possess a valid CT driver's license.

Qualifications/Education:

- Bachelor's Degree in finance, business administration, accounting or another related field required. Master's Degree or CPA designation a plus.
- A minimum of six years' experience in accounting, three of which is in a supervisor's role.
- Payroll experience, with a focus on streamlining accounting processes. Proficient in Excel, MS Word.

Working Conditions/Physical Requirements:

Sitting and working on computer for extended period of time, typing, reading, writing, filing, copying, faxing, answering incoming/outgoing calls, attending meetings/trainings, and traveling to PCC sites unaccompanied.