



**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
HUMAN RESOURCES DIVISION**

**Position Open: September 14, 2022
Position Closing Date: September 29, 2022**

Job Announcement

**Position: FINANCE MANAGER
Salary Range: \$84,115 - \$109,352**

Under general supervision, to do professional accounting work according to Generally Accepted Accounting Principles; to maintain a complete set of financial and accounting records for enterprise, tax credit and investor reporting purposes; to assist with the planning, development, management, and promotion of the agency's program budgets. Planning and managing year end audits, supervise staff, review audit schedules, and assist with HUD and other governmental reporting, along with other related work as required.

MDHA offers competitive salaries and an amazing retirement program. Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

REQUIRED EDUCATION, EXPERIENCE AND LICENSES:

Bachelor's Degree in Finance, Accounting, Business Administration, or related field from an accredited college or university, plus five years of increasingly responsible experience in accounting, financial reporting, and budget preparation; broad knowledge of programs and procedures relating to property management, Low Income Housing Tax Credit deals and federal and bank loan programs. Proficient in Excel, Word, and multifaceted reporting software. Candidates with accreditation earned in foreign institutes are encouraged to apply.

ESSENTIAL FUNCTIONS:

- Supervises a team of accounting and finance personnel by training and managing their performance in accordance with MDHA policies;
- Manages annual and mid-year budgeting process, forecasting process, strategic planning process and standard management reporting;
- Reviews balance sheet account analysis, income statements, and statement of cash flows;
- Assists in preparing multi-year strategic budget plan;
- Gathers data and develops reports and trend analysis;
- Completes various financial, accounting, administrative, and other reports and analysis, and perform other duties as assigned or as necessary;
- Reviews and interprets laws, regulations, and pronouncements affecting fiscal policies and procedures;
- Monitors financial compliance with all documents pertaining to the agency's programs and provides technical assistance to auditors;
- Coordinates and monitors reporting requirements of local, state and federal entities;
- Prepares Investor and THDA reporting and audit schedules for Low Income Housing Tax Credit projects;
- Works closely with Director and Deputy Director with planning, development, administration and promotion of the agency's programs;
- Communicates with other departments of the agency, federal, state and local governmental agencies and private investors;
- Completes various financial, accounting, administrative, and other reports and analysis, and performs other duties as assigned or as necessary;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Behavioral Skills

Ability to prepare and complete accounting statements and reports of a complex and technically sophisticated nature; ability to establish and maintain effective working relationships with contractors, investors, public officials, and auditors.

Technical Skills

Knowledge of accounting principles and procedures, including enterprise accounting; advanced knowledge of information systems; ability to retrieve and convert data from accounting programs into a wide variety of reporting requirements.

Physical Skills

Willingness and mental and physical ability to perform the duties involved in this classification. Ability to perform work with or without an accommodation that requires sitting, standing and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

Financial Skills

To perform multipart professional accounting work in preparation and maintenance of financial and accounting records; monitor and coordinate financial procedures; coordinate and organize annual audit schedules for required reporting.

License(s) Required

Valid Tennessee driver's license

EQUIPMENT USED:

Personal computer and general office equipment.

SUPERVISION EXECISED:

Supervises job functions of Financial Analysts and Senior Accountants.

LICENSE REQUIRED:

Valid Tennessee driver's license.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

Apply at www.Nashville-MDHA.org. Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

**Metropolitan Development and Housing Agency
701 South Sixth St.
Nashville, Tennessee 37206
www.Nashville-MDHA.org
TDD#252-8599**

To request a reasonable accommodation or assistance with language interpretation, please call 615-252-8550.