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Homes. People. Partnerships. Good. [www.homesforgood.org](http://www.homesforgood.org)



*Homes for Good cares deeply about the health and safety of our residents, employees and job applicants. As a precautionary measure in response to the current COVID-19 pandemic, Homes for Good may use electronic communication tools such as teleconferencing or video conferencing during our hiring process in lieu of traditional in-person interviews to maximize social distancing.*

**Homes for Good is seeking a Finance Manager to join our team!**

**Finance Manager**  
**Posting # 08.10.2021**  
**Salary - \$58,561.20 - \$78,477.60 per year**

## **WHO WE ARE**

Homes for Good Housing Agency is a high performing public housing authority located in Eugene Oregon, servicing all of Lane County (4,600 sq. miles). The Agency's primary work is to help low-income Lane County residents access and maintain affordable housing.

Homes for Good has been and will continue to implement a workplace culture change that includes increased emphasis on racial justice, customer service, quality control, and compliance. Homes for Good is passionate about providing employees opportunities to maximize career growth while experiencing the personal satisfaction of working for a mission driven organization.

At Homes for Good, employees are supported and empowered by a collaborative culture that shapes how we work together with the common goal of providing essential housing services throughout Lane County.

Homes for Good is an equal opportunity employer, committed to Diversity, Equity & Inclusion throughout our organization and within our hiring and promotional practices. We endeavor to hire a workforce that is representative of the communities we serve, with an understanding that a diverse and inclusive staff will strengthen our Agency. All applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or national origin.

## **OUR FINANCE TEAM**

Our Finance team works closely with all Agency divisions to ensure our financial responsibilities are being met in a timely and responsible manner. The team currently consists of a Finance Director, a Senior Accounting Technician, a Real Estate Accounting Administrator and three Accounting Technicians. The team is responsible for all financial and accounting transactions including but not limited to processing Housing Assistance Payments, Accounts Payables & Receivables, Payroll and grant accounting.

## **WHAT YOU WILL DO FOR OUR TEAM**

The Finance Manager supports Homes for Good's mission and operational goals by performing professional accounting tasks and supervising the members of the Finance team. This position will collaborate with all levels of the organization and with external stakeholders in consideration of Agency goals, values, employees, vendors, contractors and the people we serve.

**DUTIES:** *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Performs a wide variety of professional accounting and financial reporting functions; analyzes, prepares, maintains and report general finance and accounting transactions.
- Prepares, reviews and records journal entries that accurately reflect the business transactions of the organization in conformance with generally accepted accounting principles.
- Maintain, analyze and reconcile general ledger and subsidiary accounts to ensure accurate and timely financial records and to safeguard assets.
- Prepares routine financial statements and reports required by leadership, governmental agencies and community partners.
- Supervises and supports a staff of finance professionals.
- Prepares a variety of financial reports, documents, summaries and worksheets; participate in monthly, quarterly and year end closing procedures.
- Reconciles bank statements and accounts with the general ledger; monitors bank account balances and makes inter-fund transfers as required.
- Supports Homes for Good's budget process.
- Develops and utilize spreadsheets, databases and other computer applications to assist with assigned studies, projects and reports.
- Prepares schedules and supporting documents for the audits of assigned properties, including the preparation of the annual financial statements.
- Document processes and procedures for key reporting functions and act as a back up other staff when needed.
- Other duties as assigned.

### **COVID-19 RELATED CONTEXT**

In response to the COVID-19 pandemic and physical distancing restrictions in Lane County, many of our staff are currently working remotely. This position is currently remote but will transition to a hybrid work model at our Administrative office located at 100 W 13<sup>th</sup> Avenue Eugene, OR 97401.

We have implemented policies and procedures designed to protect our team members from COVID-19 exposure. Employees are provided and trained on the contents of our COVID-19 Infection Control Plan.

If you are interested in this position and would like to review our COVID-19 Infection Control Plan, feel free to review the plan linked below.

[Homes for Good COVID-19 Infection Control Plan](#)

### **WHAT WE ARE LOOKING FOR**

Studies have shown that women and people of color are less likely to apply for jobs if they don't meet every one of the qualifications listed. We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply.

Please use your cover letter to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us at [hr@homesforgood.org](mailto:hr@homesforgood.org).

### **IDEAL QUALIFICATIONS:**

The ideal candidate will have knowledge and experience in the following areas:

- Generally Accepted Accounting Principles and governmental accounting.
- Procedures, methods and techniques of accounting & financial reporting.
- Budget development and administration.
- Finance, banking and cash management.
- Principles and practices of internal controls and accounting systems.

- Pertinent federal, state and local codes, laws and regulations.
- Research and analysis techniques combined with knowledge of relevant available data libraries and resources.
- Best practices in supporting and supervising employees.

#### **ABILITY TO:**

- Exemplify traits that reflect the agency's culture, including integrity, customer service, cultural sensitivity, trustworthiness, flexibility and a willingness to change.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.
- Analyze problems, identify alternative solutions and develop recommendations in support of findings.
- Research, analyze and interpret relevant federal, state and local regulations and laws and communicate conclusions to leadership.
- Read and evaluate contracts and financial documents.
- Maintain and prepare a variety of analytical and financial reports.
- Communicate effectively; orally, in writing and in large group presentations.
- Exercise professional objectivity in reaching conclusions and making recommendations.
- Build and sustain collaborative working relationships both internal and external stakeholders.

#### **EXPERIENCE & TRAINING GUIDELINES:**

Any combination of experience and training that would provide the knowledge, skills and abilities to perform the job is sufficient. There are a variety of combinations of experience and training that would provide the required knowledge and skills. Typical combinations of training and experience would be:

#### **EXPERIENCE:**

The successful candidate will likely have three years of increasingly responsible accounting experience, preferably in public Agency, with at least one year of experience in a supervisory capacity.

#### **TRAINING:**

The successful candidate will likely have a bachelor's degree or equivalent from an accredited college or university with major coursework in finance, accounting, business administration or a related field. Certified Public Accounting (CPA) highly preferred.

#### **SUBSTITUTION:**

Any combination of experience and education on a year for year basis up to a maximum of four years of responsible contracting and/or accounting experience may be substituted for the education required provided that the knowledge, skills and abilities to perform the work has been demonstrated.

#### **LICENSE OR CERTIFICATE:**

Certified Public Accountant (CPA) or similar certification preferred.

#### **WHAT'S IN IT FOR YOU?**

**COMPENSATION:** The pay range for this position \$58,561.20 - \$78,477.60 per year. Homes for Good employees enjoy a generous benefits package including paid health, dental and vision insurance for you and your family after one month of employment, along with life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

Homes for Good offers a family friendly environment with flexible scheduling options, generous paid time off (PTO) program starting at 20.67 hours per month and paid family leave.

#### **WE'RE THRILLED THAT YOU ARE CONSIDERING APPLYING FOR THIS POSITION!**

#### **PLEASE READ THE DETAILS BELOW FOR INSTRUCTIONS ON HOW TO APPLY FOR THE ROLE**

## **APPLICATION PROCEDURE:**

[Click here](#) to complete an online application.

Applications will be reviewed for relevant experience, education and training.

All applicants will be required to take a pre-employment assessment upon submission of application materials. A link to the pre-employment assessment will be included in a confirmation email. Applicants who fail to take the pre-employment assessment will not be considered for further consideration.

\*\*\*The pre-employment assessment is an important step in our hiring process. If you do not receive an email confirmation with a link to the assessment after you submit your application, please check your junk mailbox. If you are unable to locate the confirmation email and assessment link, please email us at [hr@homesforgood.org](mailto:hr@homesforgood.org) and we will send you the assessment link\*\*\*

The best-qualified applicants may be invited to complete further testing, which may consist of any combination of written, oral, performance exercises and/or skills testing. Responses to supplemental questions are required if applicable.

**POSTING DATE: Tuesday August 10, 2021**

**CLOSING DATE: Tuesday August 24, 2021 at 5:00pm**

**Note:** This is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADAA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities. Entrance Requirements: Homes for Good will establish or revise the entrance requirements of this position in order to provide a reasonable accommodation for a disability if doing so does not impose an undue hardship on the operation of the program. A reasonable accommodation may include, depending on the nature of the job duties, waiving the requirements for a physical examination and/or the requirement to possess or obtain a driver's license. It shall be the policy of Homes for Good to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work for which they have made application. If you require a reasonable accommodation, please contact us at [hr@homesforgood.org](mailto:hr@homesforgood.org) or at (541) 682-2520, and we can work on making our hiring process more accessible for you.

### Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This position specification is not an employment agreement or contract. Homes for Good has the exclusive right to alter this position specification at any time, without notice.