



DIRECTOR, FINANCE POSITION OUTLINE

DATE: July, 2023

REPORTS TO: Executive Director

POSITION OVERVIEW:

This position is responsible for all financial and fiscal management aspects of Synchronous Risk Management encompassing the Housing Authorities Risk Retention Pool (HARRP), the Affordable Housing Risk Pool (AHRP) and ORWACA Agency Insurance Services. HARRP has 82 members, all public housing authorities. AHRP has 385 policies in force for LIHTC and non-profit affordable housing providers and ORWACA is a P&C insurance agency that places coverage that is not eligible for HARRP and AHRP.

This position will have oversight of all financial, cash flow and budgeting transactions for a combined budget of \$30M. This position will be the lead in all audits and will analyze future fiscal considerations and provide expertise and direction to management and the Board of Directors on fiscal matters. The position provides leadership and assists in the coordination of administrative needs and methods, business planning, accounting, and budgeting efforts for three distinct and separate entities, each independent in its reporting and accounting parameters. Additionally, the position ensures an effective and efficient internal control process for all subsidiary operations.

ORGANIZATION CHARACTERISTICS:

Synchronous Risk Management provides members with a cooperative program of indemnification and financial protection against risks of loss relating to the properties and operations of the members and a cooperative program of risk management.

QUALIFICATIONS:

1. Education: Bachelor of Arts or Science degree in Accounting or Business Administration with a major in accounting. A master's degree or CPA certificate is helpful.
2. Experience: Ten years *progressively responsible* accounting work at a senior level and general managerial experience with a minimum of five years working for a Washington state public employer. Experience in GAAP and GASB accounting standards, database maintenance, integrated accounting, claims, and office software systems. Any acceptable combination of education and experience would likely provide the required knowledge and abilities.
3. Equipment used: Computer software, computer printers, calculator, photocopier, and telephone system.
4. Ability to establish and maintain effective working relationships with staff and auditors. Supervisory and management skills required.

5. An in-depth, professional understanding of accounting procedures and systems. Ability to interpret and implement policy or procedural changes to comply with established local, state, and federal requirements.
6. Ability to organize and establish priorities for work and effectively implement priorities and instructions from Executive Director.
7. Strong analytical and leadership skills able to design, administer, analyze, and implement controls, software, and equipment for the effective operation of the organization.
8. Ability to communicate effectively, both orally and in writing, with members, directors and staff.
9. Thorough understanding of the organization's programs, policies, and terminology.
10. Knowledge of English composition, spelling, punctuation and mathematics.
11. Ability to be courteous in a tactful manner.
12. Ability to work effectively with frequent interruptions.

ESSENTIAL JOB FUNCTIONS:

PHYSICAL:

Work is performed remotely with occasional meetings, training, etc. at our office in Vancouver, WA. Adverse physical effort is minimal. The incumbent must be capable of viewing data (generally at a desk) over an extended period of time. Operation of a keyboard and other office equipment referenced in job qualification.

MENTAL:

The incumbent must be capable of working closely and cooperatively with other people, both within and outside the organization. The incumbent must be capable of strategic financial planning, complex analysis, and project management. Accurate and efficient completion of a wide range of accounting and managerial functions is essential.

JOB DUTY OUTLINE:

- I. Maintain General Ledger System, Accounts Payable, Accounts Receivable, Financial Statements for all Subsidiary Operations**
 - A. Create, enter and post all journal entries.
 - B. Prepare and distribute monthly financial statements.
 - C. Process payroll with outside payroll service.
 - D. Review payroll reports for accuracy and ensure corrections are made.
 - E. Research and reconcile employee benefits.
 - F. Reconcile all balance sheet accounts monthly.
 - G. Provide training, when requested or required.
 - F. Maintain and report all payroll and contributions to WA Department of Retirement Systems (DRS) and the Deferred Compensation Program (DCP).

II. Financial Audit for all Subsidiary Operations

- A. Represent management in fiscal audits and reviews.
- B. Assist auditors as requested with annual procedures and prepare other regulatory reports.
- C. Reconcile annual audit report to internal financial statements.

III. Budget Development and Administration for all Subsidiary Operations

- A. Coordinate research of all financial data, calculations, summaries and schedules.
- B. Analyze department budgets and make appropriate forecasting and budgeting adjustments.
- C. Generate budget worksheets and engage staff in the budget process.
- D. Budget administration.

IV. Miscellaneous Functions

- A. Maintains board relations, presentation of financial and budgetary items quarterly to the board of directors.
- B. Provides support for integration of software systems.
- C. Assists in new technology, software, and equipment to enhance efficiency and accuracy.
- D. Assist third parties in the preparation of income tax returns and other reporting forms.
- E. Perform cash management to maximize investment earnings and maintain cash flow requirements. Transfer funds to meet objectives.
- F. Develop and maintain internal and audit controls.
- G. Provide support for RMIS, including maintenance, troubleshooting, and report development.
- H. Working with the Executive Director, this position will be the human resource contact for new hires, benefit applications, etc.
- I. Work with Brokers on placing reinsurance and reconciling thereof using very complex reports.
- J. Expert knowledge of Excel and other reporting tools to analyze data.

V. Service Objective and Responsibilities to Members.

- A. Be courteous and respectful.
- B. Responsive to member requests.

VI. Supportive Work Environment.

- A. Treat other employees with respect.
- B. Support a positive work environment.
- C. Communications.
 - 1. Keep others informed of work issues and programs by maintaining quality communications.
 - 2. Work to resolve issues of conflicting personalities and needs.

VII. Organization Improvement.

- A. Commitment to a philosophy of quality.
- B. Display initiative to resolve problems, capitalize on opportunities in the job and assist other employees when possible.
- C. Cost-effective use of the organization's resources.

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.