

CHIEF FINANCIAL OFFICER

San Francisco Housing Authority





THE CITY

San Francisco is the fourth largest city in California with more than 865,000 residents and a daytime population that swells to more than 1.2 million. It is also one of the most culturally diverse and internationally recognized of all American cities; the community is a blend of residents, businesses, and tourists from many ethnic cultures and backgrounds. San Francisco is one of the most ethnically diverse major cities in the United States, with residents of Asian (33%), Hispanic (15.1%), African American (5.8%), Native American (.2%), Pacific Islander (.4%), Caucasian (41.9%), and other (3.5%) descent. The City is also home to the third largest concentration of members of the LGBTQ community among the 50 largest U.S. cities.

Built on a 49 square-mile peninsula, its unique terrain is bordered on three sides by the Pacific Ocean and the San Francisco Bay. Regionally, San Francisco is often referred to as the economic and cultural hub of the Bay Area because of its vibrant make-up.

Additional information can be found at sfgov.org

THE SHARED SERVICES MODEL WITH THE SAN FRANCISCO HOUSING AUTHORITY

The Shared Services Model is an innovative program where selected employees in the City and County of San Francisco are assigned to work at the San Francisco Housing Authority. The San Francisco Board of Supervisors established the San Francisco Housing Authority (SFHA) in 1938. The SFHA is the oldest housing authority in California and the 17th largest in the country. Since its inception, the SFHA's Conventional Public Housing Department grew to include over 40 developments located throughout San Francisco. As the properties aged and operating funds declined, SFHA began converting its public housing portfolio to an asset management model. SFHA rebuilt five public housing properties as HOPE VI mixed-income, mixed-finance, public-private partnerships and is now rebuilding an additional four under the local HOPE SF program, a City and SFHA collaboration. Working closely with the Mayor's Office of Housing and Community Development, HUD and community-based affordable housing teams, 29 public housing properties were converted under the Rental Assistance Demonstration (RAD) program, in one of the country's largest and most complex RAD financial transactions that is providing over \$700 million in rehabilitation of the properties. In 1974, the Housing Choice Voucher Program (formerly "Section 8") was introduced to the SFHA. Over 10,700 individuals and families are served through the Housing Choice Voucher Program in San Francisco. The mission of the San Francisco Housing Authority is to deliver safe and decent housing for low income households and integrate economic opportunity for residents.

With a 2017-2018 operating budget of \$64.9 million, the SF Housing Authority has 229 employees who work in seven divisions.

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THE POSITION

Reporting to the San Francisco Housing Authority Executive Director, through the Director of the Mayor's Office of Housing and Community Development, the Chief Financial Officer is responsible for the financial well-being of the organization by ensuring financial projections, accounting services and internal controls/compliance are provided, evaluated, and maintained. The CFO and finance team prepares growth plans, including financial projections for the Authority's transition to a voucher administration focus, and oversees the audits and reporting processes. The incumbent also provides strategic development of finance policies, procedures and regulations for the agency; provides staff assignments; sets objectives; and monitors the performance of subordinate staff.

The Chief Financial Officer will be responsible for ensuring operational and administrative efficiencies. After auditing the financial systems and reviewing current policies and procedures, the selected incumbent will identify and implement measures to enhance day-to-day operations. Additional responsibilities will include special projects such as coordination and implementation of HUD recommendations.

THE IDEAL CANDIDATE

The ideal candidate will be an innovative finance professional with housing and housing authority experience who enjoys working in a fast-paced, team-oriented environment where new ideas and fresh perspectives are welcome and encouraged. This individual will be a thought leader and strategic thinker who forecasts future financial needs and plays an instrumental role in helping the San Francisco Housing Authority complete its transition to a more modern, transparent, efficient, and trusted community partner that is focused on its Housing Choice Voucher program. The successful candidate will be a person who inspires, mentors, and cross-trains staff to assist in their professional development and to ensure that the Authority's work is timely, helpful, and accurate.

The CFO will be an excellent communicator with highly developed writing and presentation skills. He/she will stay abreast of emerging legislative and financial trends on a local, state, and national level to develop strategic plans and best practices.

Essential knowledge, skills, and abilities for this position include:

- Generally Accepted Accounting Principles, Government Accounting Standards, Board Statements, HUD rules, regulations and financial reporting requirements for public housing agencies, Internal Revenue Service (IRS) regulations, Business law, and Federal Grant Management policies and practices.
- OMB Circular A-133 single audit requirements and compliance supplements, Treasury and cash management, auditing principles, methods and procedures
- Financial management software systems
- Governmental budget preparation and analysis
- Federal, state and local laws and regulations governing the operations of housing authorities and municipal corporations
- Knowledge of asset management protocols and payment tracking for SFHA's existing loans to community partners
- Budget preparation and control; capital project financing
- Agency-wide financial management and operations compliance with federal, state and local rules and regulations.
- Knowledge of and experience with a comprehensive system of internal controls over the financial resources, systems and operations of a large organization.
- Briefing and presentations skills to the Board of Commissioners, Executive Director and Management Cabinet.

Desired Education and Experience:

A bachelor's degree with a major in accounting or finance or a related field and six years of accounting or financial management experience, preferably in a public housing agency, including four years in a supervisory capacity. Experience with HUD related housing programs such as Housing Choice Voucher, Public Housing, Capital Fund and other federally funded programs is preferred.

An active Certified Public Accountant (C.P.A.) certification is also highly desirable.

COMPENSATION & BENEFITS

The annual salary range for this position is \$145,548 to \$185,744. Appointment above the maximum of the normal range may be considered based on documented and substantiated recruitment and retention issues or exceptional skills. A special approval process is necessary for appointment above the normal salary range. The City also provides an excellent benefits package, including:

Retirement – Through the San Francisco Employee Retirement System (SFERS) a defined-benefit retirement is provided under the “2.3% at 62” miscellaneous employees’ formula.

Life Insurance – Life insurance is provided in the amount of \$50,000.

Benefits – Eligible Municipal Executives may enroll themselves and eligible family members in medical, dental, and vision benefits.

Vacation – Vacation days are accrued at increasing rates starting with ten days annually in the first five years of continuous service, rising to twenty days annually after completing fifteen years of continuous service.

Legal Holidays – Eleven (11) paid legal holidays per year.

Sick Leave – Thirteen (13) days annually.

HOW TO APPLY

Please apply on-line immediately at www.allianceRC.com.

For questions and inquiries, please contact:

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