



# Chief Financial Officer

## POSITION DESCRIPTION

**JOB CLASSIFICATION:**  
**SUPERVISION EXERCISED:**  
**TEAM:**  
**SUPERVISOR:**  
**DATE:**

**Exempt**  
**Yes**  
**Executive/Accounting**  
**Chief Executive Officer**  
**September 5, 2024**

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### JOB SUMMARY

The Chief Financial Officer (CFO) position is primarily responsible for the financial information and analysis focusing on the strategic and long-term sustainability and growth of the Grand Junction Housing Authority (GJHA). The CFO works in collaboration with the Executive Team and other staff on development of a financial and operational strategy, metrics tied to that strategy, future forecasting, and the ability of the organization to maintain, maximize, and grow assets and funding streams, specific to the properties portfolio, Housing Choice Voucher program, and Development finance activities including models where GJHA acts as a lead developer or Special Limited Partner. This position analyzes operating performance against plans, trends, budgets or other standards and provides advice to management and the Board of Commissioners (“Board”) deemed appropriate or requested. This position will also develop and maintain relationships with sophisticated financial investors, state and federal agencies, and other funders. As a member of the Leadership Team, the CFO works proactively with agency leadership to meet GJHA goals and objectives.

### ESSENTIAL JOB FUNCTIONS

- Strategy and Metrics
  - Financial Strategy and Planning: Develop and execute the organization’s financial strategy, aligning it with the organization's overall goals and objectives. Provide financial insights, tools and recommendations to support decision-making and drive sustainable growth.
  - Financial Decision Support: Provide financial analysis, modeling, and projections to support strategic initiatives, operational improvements, and business development opportunities. Assess the financial impact of proposed projects or initiatives and provide recommendations to the Executive Team and Board.
  - Contract Negotiations and Revenue Enhancement: Work with vendors and other stakeholders to negotiate favorable contracts, competitive rates, and strategic partnerships. Identify and implement revenue enhancement opportunities through effective payer contract management and optimization strategies. Examples include banking, borrowing, and investments.

- Stakeholder Relationship Management: Build and maintain strong relationships with internal and external stakeholders, including executives, Board members, auditors, regulatory agencies, financial institutions, and investment and development partners. Effectively communicate financial performance, risks, and opportunities to stakeholders.
- Development and Large Projects
  - In partnership with the Development Director and Team, create financing strategies and plans for new affordable housing developments and other initiatives. Assist in the negotiation of transactions with investors to secure equity investments in Low Income Housing Tax Credit (LIHTC) developments. Assist in the negotiation of transactions in other types of development.
  - Strategic Financial Planning: Lead the development of financial plans, capital expenditure budgets, and long-term financial forecasts. Evaluate and recommend investment opportunities, cost-saving initiatives, and revenue enhancement strategies. Assess the financial viability of new programs, services, acquisitions, and dispositions.
- Internal Controls/In Partnership with Controller
  - Financial Compliance and Risk Management: Ensure compliance with regulatory requirements, accounting principles, and affordable housing industry standards. Implement and monitor internal controls to mitigate financial risks. Stay updated on changes in housing regulations and reimbursement policies.
  - Financial Management and Reporting: Oversee all financial functions, including budgeting, forecasting, financial analysis, financial reporting, and internal controls. Ensure timely and accurate financial reporting to the executive leadership team, Board, and external stakeholders.
  - Technology and Systems: Evaluate, select, and implement financial management systems, tools, and technologies to streamline processes, enhance reporting capabilities, and improve operational efficiency.
  - The CFO will provide guidance to the Controller, who has primary responsibility in oversight of federal program accounting and compliance, accounting and financial statements, audits and the internal accounting system.
- Supervision
  - Team Leadership and Development: Develop and manage a high-performing finance team. Foster a culture of collaboration, innovation, and continuous improvement.
  - Provide coaching, mentorship, and professional development opportunities to Controller in the areas of performance management, problem resolution, planning, and specific work assignment.
  - Responsible for cross-training and technical assistance to other accounting and agency staff, as required.

## **ADDITIONAL JOB FUNCTIONS**

- Maintain the utmost confidentiality of personnel, resident and client information.
- Must treat people with respect and work with integrity and professional ethics, upholding the agency's values and mission. Represents the agency in a positive, professional and ethical manner at all times. This specifically includes abiding by all of the rules outlined in the Employee Handbook and encouraging others to do so.
- Ability to make rational and appropriate decisions. Must be able to write clearly and professionally. Ability to convey financial information effectively to executives and staff, including persons with limited financial background.
- Adapt well to change in the work environment. Must be able to work with interruptions and respond calmly and professionally. Provide quality services to a culturally diverse population. Must be respectful and professional at all times.
- Responsible to maintain office in a neat and clean manner. No confidential or proprietary information including files and computer screens are to be visible to office visitors or left on the desk after work hours.
- Maintain a team-oriented environment, encourage a strong work ethic and be committed to improving the educational opportunity of the staff consistent with GJHA policies and directives.
- Analysis of proposals for enterprise development, as requested.
- Occasional travel for business purposes and continuing education.
- Provide advice and counsel to management deemed appropriate or requested and execute such other tasks as may be assigned.

## **MINIMUM QUALIFICATIONS/SKILLS NEEDED**

- Bachelor's degree or above from an accredited college or university in Accounting, Business Administration, or combination of education and experience. A master's degree is preferred.
- Ten (10) years of work experience in accounting with preference for work in a housing authority or government setting.
- A minimum of five (5) years experience in managing professional staff in the areas of accounting, budgeting, finance and analysis of financial operations.
- Ability to compile statistical information, analyze detailed financial information and prepare reports as required or upon request.
- Extensive knowledge of acceptable accounting practices and procedures including GAAP accounting and acceptable internal controls.
- Requires excellent communication and organizational skills and the ability to exercise independent judgment and work with limited supervision.

- Requires a valid Colorado Driver's License and the ability to be insured at standard rates.
- Ability to pass pre-employment criminal background checks and pre-placement drug test

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Employee Name (Print)

Employee Signature

Date