



Fiscal Officer Position-

The Fiscal Officer advises the Executive Director on all matters affecting the agency's financial affairs, information technology needs, and facility operations, including financial planning, fiscal management, contracts, and risk management. The Fiscal Officer is a member of the leadership team and will work closely with the Executive Director, Deputy Director, and Program Managers to keep the Agency moving forward in a positive direction to continue to assist the residents of McHenry County. This will include not only financial recommendations but also broader agency recommendations, such as compliance issues with grant-funded programs.

The McHenry County Housing Authority is a Public Housing Authority and a Community Action Agency. We are an Equal Opportunity Employer and welcome applications from everyone interested in working with us. Please see the attached job description at

If you have any questions about the position or working here, please get in touch with Kim Ulbrich at kulbrich@mchenrycountyhousing.org or call 815-308-6040.

MCHA is a great place to work and offers an excellent full-time benefit package, including:

37.5-hour work week.

Generous holiday, vacation, personal, and sick leave.

85% of employer-paid premiums for employee health, 60% for family. 100% employer-paid premiums for Dental, Eye, and Disability.

A casual work environment.

The opportunity to contribute to important work in our community.

Salary Range is negotiable, dependent on experience. Please submit your resume and your salary requirements.



POSITION IDENTIFICATION

Title: Fiscal Officer

POSITION SUMMARY

Under the general supervision of the Executive Director, the Fiscal Officer is the chief finance and accounting officer for the Public Housing Agency, which is also a Community Action Agency. The Fiscal Officer is directly responsible for the design, operation, and control of effective administrative procedures related to accounting, payroll, cash management, property control, procurement, and record maintenance; has primary responsibility for the planning, implementation, management, and running of all the finance activities and risk management of the Agency, including business planning, budgeting, forecasting, and negotiations. Oversee all financial compliance for a complex array of government contracts and grants, including federal, state, and local/private funding. Participate in policy development and strategic operations of CAPMC as a member of the senior management team.

Under the general supervision of the Executive Director, the Fiscal Officer is the chief finance and accounting officer for the Public Housing Agency. The Fiscal Officer is responsible for the efficient and effective financial control and operation of the agency, ensuring adherence to all program regulations and requirements, as well as all other pertinent federal, state, and local laws.

JOB DUTIES

- A. Maintain financial records
 - 1. Keep General Ledger, Cash Receipt and Disbursement, and General Journal for each program.
- B. Breakdown payroll into departments and prepare the necessary associated reports, journal entries, and associated deposits.
 - 1. Deposit federal, state, and pension funds as required.
 - 2. Prepare quarterly federal, state, and unemployment compensation reports.
 - 3. Prepare 1099 forms annually.
- C. Prepare monthly financial reports and bill lists for the Board meetings and program coordinators.
- D. Prepare statistical and financial reports as needed.
- E. Accounts payable function



1. Responsible for the verification and cancellation of invoices.
 2. Prepare checks for creditors for office expenses as well as for energy program payments, Community Services Block Grant participants, CDBG, Voucher, and Public Housing monthly rent checks, Weatherization program vendors, Homeless Program expenses, and Renaissance Apt. GreenTrees and SilverTrees expenses.
 3. Public Housing utility payments to tenants: Maintain computation sheet file, type monthly utility payment checks. Communicate with the Fee Accountant for Section 8 and Public Housing.
- F. Cash flow function
1. Voucher for funds on the computer for Energy Payment Program, CSBG, and Weatherization.
 2. Prepare monthly requisitions for County Draws.
 4. Reconcile bank statements.
 5. Monitor cash flow and make recommendations to the Executive Director.
- G. Compliance
1. Submit financial reports to funding agencies monthly.
 2. Submit annual reports to funding agencies.
 3. Prepare audit bids and tabulate bids for the Board.
 4. Assist auditors and program monitors with information as requested.
 5. Review changes in OMB Circulars, GASB, Federal Register, and contracts to assure compliance with relevant state and federal laws.
 6. Write an annual Cost Allocation Plan.
 7. Maintain Financial Procedures Manual
- H. Budgets
1. With the Executive Director, prepare Budgets for programs.
 2. Monitor expenses and make budget revisions as needed.
 3. Control and monitor administrative expenses and relate to the cost allocation plan.

KNOWLEDGE, SKILLS, AND ABILITIES

Page two

Knowledge of principles of planning and budgeting
Knowledge of employee payroll and benefit plans
Knowledge of personnel development and employee supervision
Knowledge of PHA tenant accounting procedure
Knowledge of PHA procurement and investment procedures
Knowledge of the accounting requirements of DCEO, and Rural Development
Ability to initiate work projects and to work independently
Working ability to delegate and accept responsibility
Ability to communicate in oral and written form
Skill in analytical evaluation
Ability to maintain confidentiality

MINIMUM QUALIFICATIONS

The successful completion of 4 years' of accounting experience.

Bachelor's degree in accounting, business administration, or related field.

PLUS: Workshop training or coursework in areas related to management and administration is desirable.
Familiar with Abila, GRS, Yardi, .