



BRISTOL BAY

HOUSING AUTHORITY

Job Description: Controller

Position Classification

Non-Exempt, Full-Time Regular

Position Location

Bristol Bay Housing Authority (BBHA) Office Building/Remote

Organizational Relationships

- Reports directly to the Chief Financial Officer (CFO).
- Supervises various accounting staff, including the Accounts Payable Accountant, Accounts Receivable Specialist, Payroll Accountant, and other office positions as needed.

Position Overview

The Controller is responsible to the CFO for all day-to-day financial matters related to achieving BBHA financial objectives. This role utilizes policies, programs, and practices to ensure the housing authority maintains a continuously sound financial structure. The Controller assists in controlling cash and maintaining the integrity of funds, financial records, and other essential documents. Additionally, the role involves performing technical accounting tasks, budgetary data processing, and reporting activities to ensure accuracy, completeness, and integrity in financial management systems.

Key Responsibilities

- **Cash Flow Management:**
 - Manage the cash-flow position of BBHA, establishing credit and purchasing policies, and setting schedules for payments and grant drawdowns.
- **Relationship Management:**
 - Maintain relationships with financial institutions alongside the Chief Financial Officer, Executive Director, administering banking arrangements and loan agreements.
- **Financial Records and Reporting:**



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- Ensure the maintenance of appropriate financial records and the preparation of required financial reports, including construction project budget-to-actual reports.
- Prepare monthly and quarterly financial reports.
- **Bank Reconciliations:**
 - Perform monthly bank reconciliations and reconcile transacted accounts with the general ledger on a monthly basis, troubleshooting coding errors as necessary.
- **General Ledger Maintenance:**
 - Maintain the general ledger and all related accounts with proper documentation and records of all transactions. Review entries to ensure compliance with established accounting principles.
- **Support Budgeting Activities:**
 - Assist in budgeting activities and preparation as directed by the CFO; respond to inquiries from BBHA employees regarding project and department budgets and expenses.
- **Audit Preparation:**
 - Work closely with the CFO in the preparation and completion of annual audits, ensuring all required documentation is ready.
- **Special Projects:**
 - Perform special accounting projects as assigned by the CFO and prepare various reconciliations, reports, spreadsheets, and schedules.
- **Supervisory Responsibilities:**
 - Supervise the Accounts Payable Accountant, Payroll Accountant, Accounts Receivable Specialist.

Qualifications

- **Education:** Bachelor's degree in business administration, finance, or accounting, or like experience.
- **Experience:** Minimum three years of accounting experience, including one year in Fund Accounting. One year of previous supervisory experience.



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- **Proficiency:** Expertise in accounting software, preferably AccuFund.

Preferred Qualifications

- Five years of related experience or equivalent combination of education, training, and experience as an Accountant, Controller, or similar role, preferably with a housing authority, construction company, or governmental organization.

Skills, Knowledge, and Abilities

- Knowledge of accounting principles, techniques, and systems applicable to government programs, as well as local, state, and federal laws.
- Ability to apply business and management principles, perform complex analyses, and effectively communicate financial information.
- Competence in technology, including accounting software (preferably AccuFund), word processing, databases, and spreadsheet programs (specifically MS Word and Excel).
- Strong analytical skills to monitor resources, track spending, and lead finance staff in the absence of the CFO.

Physical Requirements

- Required to sit, talk or hear (both in person and via telephone), and use hands repetitively to operate office equipment.
- Regularly required to go to other work areas and lift up to ten pounds. Close vision and the ability to adjust focus are also necessary.

Working Conditions

- Work is performed in an office environment with a quiet to moderate noise level.

Application Process

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience as related to the Controller role.

This job description outlines the essential functions and expectations for the Controller position, emphasizing the integral role in maintaining the financial health and operational efficiency of the housing authority while ensuring compliance and integrity in all financial activities.



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Indian Preference in Hiring under PL 93-639