

Opening Date: November 20, 2017

Closing Date: December 6, 2017

## **DEPUTY COMPTROLLER**

The Mobile Housing Board is an evolving and transforming Public Housing Authority located in the beautiful port city of Mobile along Alabama's Gulf Coast seeking the right individual to join our management team. The Deputy Comptroller is responsible for accounting, administrative and supervisory work in the management and operation of the Finance Department. Work is performed under the general supervision of the Comptroller with considerable latitude for independent judgment and decision making in accordance with local, state, federal laws and established guidelines and procedures in the maintenance, development and management of financial resources. The Deputy Comptroller assists with developing financial plans, preparation of complex financial analyses and interprets financial data; prepares files for audit; prepare and present complex financial and administrative reports, develops budget for funds, projects and programs; all in compliance with Housing and Urban Development (HUD) requirements and consistency with HUD standards.

Thorough knowledge of federal, state and local laws, the Department of Housing and Urban Development (HUD) and other rules, regulations and criteria governing financial management and operations; Good knowledge of accounting fiscal and organizational management principles; Good knowledge of accounting, administrative and fiscal research, analysis and evaluation methods and techniques; Good knowledge of management principles and practices; Good knowledge of legal requirements related to contracts and contract administration; Experience in Public Housing Authority (PHA) accounting; Experience in Federal Grant Accounting; Experience working in the HUD regulatory environment; Comprehensive knowledge of RAD and LIHTC programs are highly desired.

Minimum Qualification: Completion of a bachelor's degree from a recognized college or university in accounting or business administration with an accounting emphasis and a minimum of three year's responsible administrative experience in accounting, including or supplemented by a minimum of one year's experience in governmental accounting, preferably in an administrative or supervisory capacity; or a combination of education and experience equivalent to these requirements.

Starting salary range is from \$53k to \$66k based on qualifications and experience. Completed applications and resumes, must be submitted on or before December 6, 2017. Resume cannot be accepted in lieu of required application.

For application information, please contact Kathi Bryant in the Human Resource Office at (251) 434-2321 or e-mail [kbryant@mobilehousing.org](mailto:kbryant@mobilehousing.org)

Mobile Housing Board is an Equal Opportunity Employer