

JOB PROPOSAL

Job Title: Director of Finance

Organization: Rochester Housing Authority

Location: Rochester, NY



Trusted Hiring Partner

GP
GOMEZ PARTNERS

ABOUT ROCHESTER HOUSING AUTHORITY

RHA's Mission

Everyone living in the region will have access to high quality, safe, affordable housing in communities free of the barriers that prevent individuals and families from realizing and achieving their goals and sustaining self-sufficiency.

About RHA

The Rochester Housing Authority (RHA), established in 1955, is a mission-driven public corporation dedicated to providing safe, affordable housing and supportive services to over 27,000 low-income individuals and families across the Greater Rochester area. With a commitment to equity, inclusion, and community empowerment, RHA goes beyond housing to eliminate barriers and foster opportunities for residents to thrive.

RHA manages over 2,300 public and affordable housing units and administers a wide range of HUD-funded rental assistance programs, including Housing Choice Vouchers, Project-Based Vouchers, and specialized supportive housing initiatives. The agency also offers robust resident services such as Family Self-Sufficiency, homeownership programs, and elderly and disabled support coordination.

With a staff of 190 and a strong leadership team, RHA operates under the guidance of a seven-member Board of Commissioners. The organization is recognized as a HUD High Performer in several key areas and is committed to compliance, diversity, and economic inclusion through its Section 3 and MWBE initiatives.

Why Join the Rochester Housing Authority?

Joining the Rochester Housing Authority as Director of Finance offers a unique opportunity to lead and shape the financial strategy of a mission-driven organization. In this role, you'll oversee all fiscal operations, manage a skilled finance team, and ensure compliance with complex regulatory requirements. Your leadership will directly support RHA's commitment to providing safe, affordable housing while fostering transparency, efficiency, and financial sustainability in a vibrant and inclusive community.



THE COMMUNITY

Welcome to Rochester, New York – A City of Innovation, Culture, and Community

Rochester, NY is a vibrant, mid-sized city nestled along the southern shore of Lake Ontario. Known for its rich history of innovation, world-class education, and strong sense of community, Rochester offers the perfect blend of urban energy and small-town charm.

What Rochester is Known For

- **Innovation & Industry:** Birthplace of iconic companies like Kodak, Xerox, and Bausch + Lomb, Rochester has a legacy of invention and entrepreneurship.
- **Education & Research:** Home to the University of Rochester and Rochester Institute of Technology (RIT), the city is a hub for research, technology, and the arts.
- **Affordability:** Rochester consistently ranks as one of the most affordable cities in the U.S., with a low cost of living and high quality of life.

Things to Do in Rochester

- **Arts & Culture:** Explore the Memorial Art Gallery, catch a performance at the Rochester Philharmonic Orchestra, or enjoy live theater at Geva Theatre Center.
- **History:** “Rochester’s Son” - Frederick Douglass Monument, Susan B. Anthony Museum & House
- **Outdoor Adventures:** Hike or bike along the Genesee Riverway Trail, kayak on the Erie Canal, or visit nearby Finger Lakes for wine tasting and waterfalls.
- **Family Fun:** Visit the Strong National Museum of Play, the Seneca Park Zoo, or enjoy year-round festivals like the Lilac Festival and Jazz Fest.
- **Food Scene:** From farm-to-table dining to the famous “Garbage Plate,” Rochester’s culinary scene is diverse, creative, and delicious.

Why You’ll Love Living Here

- Short commutes and easy access to nature
- A welcoming, diverse community
- Four beautiful seasons with plenty of year-round activities
- A growing downtown with new development and revitalization



JOB SUMMARY

The Director of Finance is a senior-level administrative and technical accounting position responsible for planning and managing all fiscal matters at RHA.

Responsibilities include:

- Exercising independent judgement in overseeing financial operations

Reports to:

- Executive Director

Supervises:

- Professional and clerical staff



JOB RESPONSIBILITIES



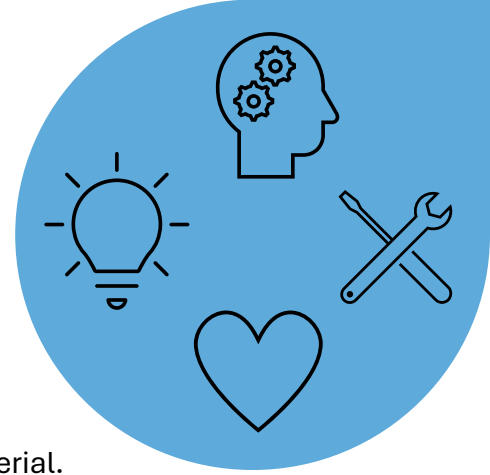
Financial Management

- Prepares and submits the annual RHA budget to appropriate funding agencies.
- Oversees the preparation and submission of financial statements to regulatory agencies.
- Oversees monthly processing and posting to the General Ledger.
- Analyzes and prepares periodic cash flow projections to ensure adequate cash availability and maximize earnings.
- Processes and oversees annual and special audits, coordinating with outside agencies to resolve findings.
- Prepares and distributes financial statements to the RHA Board, funding agencies, and regulatory bodies.
- Monitors and tracks grant funding.

Operations Oversight

- Supervises professional and clerical employees, including assigning and evaluating work, initiating discipline, and conducting performance appraisals.
- Oversees routine accounts payable, accounts receivable, and payroll processing.
- Oversees RHA's insurance program and ensures adequate coverage.
- Oversees and maintains RHA's investments of surplus funds in accordance with guidelines.
- Monitors distribution and control over RHA's fixed assets.
- Coordinates finance-related data processing activities with MIS personnel.

KNOWLEDGE, SKILLS, ABILITIES



Entry-Level Knowledge, Skills, and Abilities

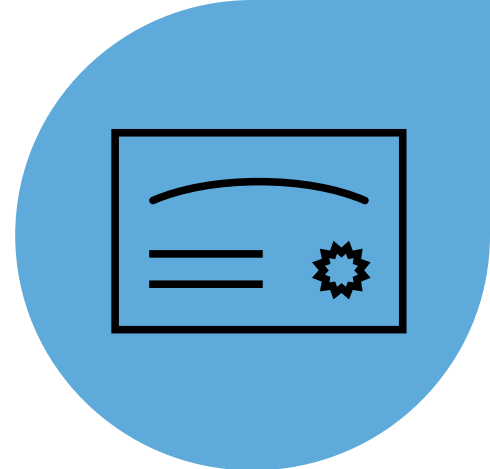
- Knowledge of financial administration, insurance, and data processing systems.
- Knowledge of investment practices and terminology.
- Ability to read, interpret, and apply complex regulatory material.
- Ability to organize information and plan staff work to meet deadlines.
- Ability to make oral presentations on budget and finance matters.
- Ability to monitor and evaluate staff performance.
- Ability to establish effective working relationships.
- Ability to evaluate and implement complex data processing systems.
- Ability to supervise professional and clerical staff effectively.

Full Performance Knowledge, Skills, and Abilities

- All entry-level KSAs.
- Knowledge of real estate management principles.
- Knowledge of housing authority management information systems.
- Knowledge of governmental and public housing accounting.
- Knowledge of HUD budget process and NYS Public Housing Law.
- Knowledge of Federal, State, and Local accounting laws and guidelines.
- Knowledge of RHA's grants administration and insurance programs.
- Knowledge of RHA policies and procedures.

MINIMUM DESIRED QUALIFICATIONS

Candidates must satisfy the following minimum qualifications to be considered.



High school diploma OR GED

AND

Two (2) years of supervisory experience,
which may be concurrent or separate from
the experience requirements below.

PLUS

ONE (1) OF THE REQUIREMENTS LISTED BELOW

Master's degree from an accredited
college or university in:

- Accounting
- Finance

AND

Three (3) years of full-time experience in
accounting/finance.

OR

Bachelor's degree from an
accredited college or university in:

- Accounting
- Finance

AND

Four (4) years of full-time experience in
accounting/finance.

OR

Bachelor's degree from an
accredited college or university in:

- Business administration
- **WITH** at least 18 credit hours
in accounting

AND

Four (4) years of full-time experience in
accounting/finance.

SALARY RANGE

\$91,480 - \$137,221

BENEFITS - FULL TIME EMPLOYEES

- New York State Retirement System
- Health/Dental/Vision Insurance
- Health Insurance Opt-out
- Holidays
- Life Insurance
- Vacation, Sick Personal Leave
- Bereavement Leave
- Flexible Spending Accounts (FSA)
- Disability Insurance (Short/Long Term)
- Tuition Assistance Program

APPLY NOW

Why Choose RHA for Your Next Leadership Opportunity?

- **You want to lead the financial strategy** of a mission-driven organization committed to housing equity.
- **You're ready to ensure fiscal integrity and compliance** across complex funding streams and regulatory frameworks.
- **You value team leadership** and want to mentor a high-performing finance staff.
- **You're passionate about public service** and dedicated to transparency, accountability, and operational excellence.
- **You want to work in a collaborative environment** where your financial expertise supports long-term community impact.
- **You're excited to live and work in Rochester, NY**—a city known for its affordability, cultural richness, and strong sense of community.

To apply for the Director of Finance position with Rochester Housing Authority, please visit www.davidgomezpartners.com or send your resume to Recruiting@DavidGomezPartners.com.

