

POSITION DESCRIPTION

AGENCY/DEPT ID HFA 400000

DIVISION OR INSTITUTION
Finance

UNIT OR OFFICE
Fiscal Operations

COUNTY OF EMPLOYMENT
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)

SECONDARY TECHNOLOGY (IT ONLY)

This row is for Program Administrators & Project Managers ONLY

Identify Program or Project

Estimated Duration of Project

Reclassification

☐ New Position

☐ UpdatePosition Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Financial Operations Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

20067373 Administrative Staff- Financial Operations Chief

<input checked="" type="checkbox"/>	Permanent
<input type="checkbox"/>	Temporary
<input type="checkbox"/>	Intermittent

☐ Classified

Overtime: ☐ Eligible ☒ Exempt

Bargaining Unit	
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☐ Intermittent

☒ Unclassified

If FLSA Exempt, exemption type:

Page 1 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM:

TO:

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%

Job Duties in Order of Importance

Knowledge, Skills & Abilities

35

Reviews & approves accounts payable & receivable transaction & other financial transactions (e.g. independently ensures proper agency payments are made by reviewing & releasing ACH & wire payments; distributes work to accountants in relation to fiscal management (e.g., investments, accounts payable/receivable, fixed asset management, receipt & disbursement of federal housing assistance payments & development & other loans receivables) of Ohio Housing Finance Agency (OHFA); Directs, coordinates & assesses accuracy, completeness of accounting records, financial statements, or other financial reports (e.g. reviews accounting folders & processing of financial activities; reviews subsidiary ledgers of accounts prepared by financial management staff ; independently performs higher level functions in proprietary accounting software(e.g. interfacing/posting). Develops & implements reports & compliance measures (e.g. independently coordinates finance & accounting activities with program divisions within OHFA & external legal staff, Ohio Department of Commerce &/or other grant/fund providers, grant & loan recipients to ensure compliance with each program's guidelines & requirements; monitors aging reports for account receivables & ensures prompt collection & deposit of fees due to OHFA); independently evaluates, analyzes and prepares reports containing information (e.g., schedules &/or reports) for all programs of Ohio Housing Finance Agency (OHFA) (e.g., HAP, HDF, DAP, HAF, OHFA Loan Escrow, Fund 100, Housing Tax Credit) in accordance with governmental & Generally Accepted Accounting Procedures (i.e., GAAP) researches and recommends the use of accounting systems to higher level finance officials for loan, grant &/or tax credit review systems & policies & procedures (e.g., internal program controls, segregation of duties, procedures manuals, contracts & agreements with outside service providers, trustee bank, custodial bank, Ohio Department of Development, Ohio Department of Commerce).

Knowledge of: (4) Accounting, (8a) Employee Development, (9b) Supervision, (13b) Agency Policies & Procedures*, (14) Government Structure & Process (applicable state & federal laws, rules, procedures & standards)*, (17) Business (Affordable Housing Programs), (40) Mission, Vision & Goals of the Agency*

Skill in: (25b) Word processing (e.g., MS Office Suite, proprietary accounting software, Docuware), (29) Equipment Operations (personal computer)

Ability to: (30l) define problems, collect data, establish facts & draw valid conclusions, (31e) calculate fractions, decimals & percentages, (32r) prepare meaningful, concise, & accurate reports (33e) gather, collate & classify information about data, people or things, (34f) handle sensitive inquiries from & contacts with officials & general public

List Position Numbers & Job Titles of Positions Directly Supervised:

20080782- Bond Accountant 2 20082241- Bond Accountant 2
20082255- Bond Accountant 2 20083098- Bond Accountant 2
20067388- Bond Accountant 2

SIGNATURE OF AGENCY REPRESENTATIVE

Shawn Smith/ga

DATE _____

12/30/21

POSITION DESCRIPTION		AGENCY/DEPT ID HFA 400000	
DIVISION OR INSTITUTION Finance		UNIT OR OFFICE Fiscal Operations	
COUNTY OF EMPLOYMENT Franklin			
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<i>This row is for Program Administrators & Project Managers ONLY</i>		SECONDARY TECHNOLOGY (IT ONLY)	
Identify Program or Project		Estimated Duration of Project	
<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
USUAL WORKING TITLE OF POSITION Financial Operations Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20067373 Administrative Staff- Financial Operations Chief	
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Classified Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Unclassified If FLSA Exempt, exemption type: <input type="checkbox"/> Intermittent		Bargaining Unit	
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: TO:		Page 3 of 3	
JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%		Job Duties in Order of Importance	
5		Assists finance mangers & other higher-level staff of OHFA in research- ing, analyzing & gathering account data. Customer Service Standards: Adheres to Customer Service Standards set forth in the OHFA Team Handbook when interacting with those who use our services and pro- grams and our co-workers. Makes internal and external customers and their needs a primary focus of actions. Develops and sustains produc- tive customer relationships. <u>Unclassified per ORC 124.11 (A) (30)</u> <u>Administrative Staff per ORC 175.05 (A) (2) 07/2005</u>	
		Knowledge, Skills & Abilities Knowledge of: 4, 9b, 13b*, 14*, 17, 40 * Skill in: 25b, 29 Ability to: 30l, 31e, 32r, 33e, 34f * Developed after employment.	
List Position Numbers & Job Titles of Positions Directly Super- vised: 20080782- Bond Accountant 2 20082241- Bond Accountant 2 20082255- Bond Accountant 2 20083098- Bond Accountant 2 20067388- Bond Accountant 2		SIGNATURE OF AGENCY REPRESENTATIVE <i>Shawn Smith/ga</i>	
		DATE 12/30/21	