

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Anne Slezak

2. Class Title (i.e. payroll title):

Administrative Analyst 2

3. Working Title (if any):

CDA Finance Manager

4. Name & Class of First-Line Supervisor:

Lisa Daniels, 267-8709

5. Department, Division & Section:

DPCED, Community Development Authority

6. Work Address:

215 Martin Luther King, Jr., Blvd., Suite 161
Madison, WI 53703

7. Hours/Week: 38.75

Start time: 8:00a.m. End time: 4:30 p.m.

8. Date of hire in this position:

December 1, 2019

9. From approximately what date has employee performed the work currently assigned:

April 2, 2021

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10. Position Summary:

This is responsible administrative, management, and professional financial management and administrative services work involving responsibility for managing the financial, fiscal, and general administrative systems of the Community Development Authority (CDA), Housing Operations Division.

This position provides professional staff support in the planning, development, analysis, coordination, and administration of the Housing Authority's operating budget; developing fiscal controls and systems; centralized administrative support functions (e.g. personnel, payroll, and purchasing); tax credit compliance and asset management; grant evaluation, reporting, and integration of grant funding into financial systems; and preparing related analysis and recommendations.

This work is characterized by a high degree of knowledge, judgment, and initiative in developing and implementing complex financial processes in accordance with federal requirements, city guidelines, and department policies. Under the general supervision of the Housing Analyst, this position serves as a member of the CDA Housing Operations Management Team and is required to use independent judgment and discretion.

This position also provides budgeting and financial management of the CDA Redevelopment Authority and CDA enterprises, including the Madison Revitalization and Community Development Corporation (MRCDC).

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

50% Financial Management

Oversee payroll process for the agency ensuring an effective, efficient, and confidential workflow process. Ensure the maintenance of appropriate staff payroll allocations. Perform payroll processing and time-system training in absence of Payroll Specialist.

Develop and implement the annual CDA capital and operating budget process, and ensure budgets are accurate, achievable, and effective. Create budget worksheets for each cost center, including position allocation worksheet, budget assumptions, and cost and revenue projections. Provide guidance to CDA Cost Center Managers for inclusion in the budget process, including one-on-one and group meetings. Facilitate Staff meetings for CDA Redevelopment financial processes and budget. Create Madison Common Council resolutions, and attend Council meetings, for budget amendments as needed.

Create grant project framework in Munis for Single Audit (Public Housing Capital Fund, Multifamily Service Coordinator, Resident Opportunities and Self-Sufficiency, and Section 8 Housing Assistance), including start/end dates, obligation dates, CFDA numbers, and award vs. match amounts. Provide regular review of multi-year funding and make necessary budget amendments to make sure projects are in line with current years funding. Create and enter master project strings and ensure consistency between the Department of Housing and Urban Development (HUD) Line of Credit Control System (eLOCCS) and the City's Munis system and accurate (allowable) tracking of revenues and expenses.

Review capital needs assessments and replacement reserves for Public Housing properties and mixed finance properties. Create budget assumptions (e.g. utilities, insurance, PILOT, and management fees). Forecast for anticipated operating subsidy and grant revenue amounts based on current year funding and proration, and forecast other revenue. Forecast estimated expenses and compile expense projections based on contracts (e.g. security, elevator, landscaping, and pest control). Draft the proposed Capital Fund budget, including any security waiver requests.

Analyze salary and benefit budget projections, and submit position and payroll allocation changes to City Finance. Ensure salary and benefit expenses are allocated correctly after submission to Finance and monitor these expenses related to budget. Make any necessary recommendations for changes.

Allocate expenses and revenues accurately across Public Housing, Multifamily Housing, Section 8 programs, properties and AMPs, and LLC properties ensuring the budget aligns with federal regulations and discuss budgets with tax credit investors, WHEDA, and other interested parties. Address shortfalls and correctly allocate the budget over a 12-month period. Assist the Director with service proposal and transmittal memo. Obtain CDA Board resolution for approval of CDA budget and submit to HUD for operating subsidy request.

Ensure accounting functions relative to purchasing and invoice processing, revenue allocations, employee expense claim reimbursement, and purchase card transactions are completed timely. Review and approve requisitions and invoices for CDA Redevelopment Authority.

Perform financial forecasting and reporting. Perform analysis, and organize data into useful and meaningful reports, including quarterly projections and financial scenarios for CDA development activities. Review CDA, Parkside, and Truax Phase 1 and Phase 2 audits and present to CDA Board for approval. Review and implement internal controls. Make recommendations regarding efficient use of resources.

Complete month-end close process, including pending requisitions, invoices, budget amendments, and purchase card statements. Provide liaison between agency and City Finance. Assist staff with items to be entered into Munis after the month has closed.

Prepare (or review as prepared by support staff) property-level, year-to-date financial statements for use in day-to-day operational decisions and in alignment with HUD policies and recommendations. Provide monthly financial reports to Cost Center Managers and review variances to identify problems and for corrective action. Review financial statements with Housing Director and provide recommendations. Prepare quarterly financial reports for the Board of Commissioners, attend board meetings, and respond to board member questions. Prepare year-end reports.

Create CDA and PHA financial policies per federal regulations, State requirements for Redevelopment Authorities, HUD Handbook (7475.1), and OMB Uniform Guidance (Part 200) (e.g. purchasing, cost allocation, capitalization.) Provide Staff education on policy and best practices related to fiscal management.

Serve as liaison to City Finance and Treasurer. Coordinate with City Accounting Staff to ensure proper accounting of enterprise activities and TID reimbursement. Serve as the agency contact for customer debts-owed.

Assist City staff in the creation of processes and best practices pursuant to tax credit compliance and independent auditor guidance.

Ensure CDA vendors are in compliance with the City's Affirmative Action policies and are informed of CDA purchasing policies.

Other related duties as assigned.

35% Asset Management and Tax Credit Compliance

Ensure Low-Income Housing Tax Credit properties are compliant under Section 42 regulations, including initial lease up, qualifying units, income and rent limits, utility allowances, student eligibility, leases, non-citizens, occupancy standards, annual re-certifications, Fair Housing, tenant file organization, unit inspection, minimum set-aside, applicable fraction measurements, and record retention.

Provide technical oversight of CDA and MRDC third-party managed property portfolio, including tax credit compliance, effective property management, budget approval, short- and long-term capital planning and improvements, operating and capital improvement reserves, bid and contract approval, rental rates, marketing plans, and safety and security.

Ensure compliance with financial obligations. Monitor financing and loan agreements, including loan payments, debt maturity dates, and refinancing needs. Ensure bank accounts are established correctly. Obtain and review amortization schedules. Review bank statements. Monitor cash flows, reserve accounts, and bank ratings. Ensure property management companies are abiding by the Operating Agreement by correctly funding all reserve accounts; and ensure City Finance holds reserve funds in the correct bank accounts and enters reserve amounts on the general ledger correctly in accordance with the Operating Agreement.

Develop and maintain reporting mechanisms per established performance indicators and property goals. Monitor and report on operational and financial performance of each property, including the review of property management data, reports, and financial statements. Compile, analyze, and present reports and recommendations to senior staff, the Executive Director, and the Board of Commissioners.

Collect and interpret financial component information and provide asset management reports to Tax Credit investors (i.e., National Equity Fund and U.S. Bank.)

Monitor key dates. Coordinate annual audit engagement ensuring all key parties are aware of upcoming deadlines and submission items. Review audits and work through potential audit findings, problems, or observations with auditors. Conduct annual site visits and property inspections. Participate in WHEDA and tax credit investor portfolio reviews by providing clarifying information. Monitor asset management fees.

Assist in developing policies and procedures to promote efficiency, sustainability, and preservation of properties within the CDA portfolio.

Ensure key documents are securely stored, including related regulatory and operating agreements, Land Use Restriction Agreements, land title surveys, construction contracts, closing documents, management agreements, insurance and risk documents, bank and financial statements, audits, and WHEDA and investor reporting documents.

Provide financial technical assistance for the Village on Park, including guidance on invoice processing and financial compliance.

15% Grants Management

Provide management of the Resident Opportunity and Self Sufficiency (ROSS) grant, including planning based on needs and HUD goals and priorities. Assist Service Coordinator and Property Managers in grant administration and budget matters. Create logic model, ensuring accountability with proper evaluation tools for data collection on service and activity measures and outcomes. Provide annual program reporting (HUD 96010), yearly progress reports, financial reports, and narrative reports. Develop a system to track grant matching funds. Ensure funds are accurately allocated in Munis and in alignment with federal regulations. Advise City Finance Staff and CDA Staff on allowable expenses in accordance to grant NOFA.

Provide management of the Multifamily Housing Service Coordinator grants, including multiple funding sources and allocations, award amendments, budget, financial reports (HUD 50080), semi-annual reporting, submission and extension requests, fiscal year closeout, and annual renewal. Act as the Quality Assurance Manager. Develop a Quality Assurance Plan and conduct one-desk audit and one on-site audit per year to ensure compliance with federal regulations. Advise CDA Staff on developing grant goals and outcomes. Write logic model and ensure implementation.

Work directly with City Finance to provide revenue allocation amounts for the drawdown of funds. Work with Modernization Grants Manager to review grant expenditures and process amendments for expenses that are incorrectly allocated. Review expenditures to ensure compliance with City and CDA capitalization policies. Process budget amendments to accurately reflect ongoing capital projects across multiple grant years and properties. Provide technical assistance to Modernization Grants Manager regarding purchase orders, invoice processing, general and project ledger, and grants. Work with the Modernization Grants Manager to ensure deadlines are met for obligation and encumbrances.

Administrator for CDA GrantSolutions and Grants.gov account. Delegated Administrator for WHEDA portal.

12. Primary knowledge, skills and abilities required:

- Experience with general accounting and financial principles and practices. Ability to perform accounting related tasks and to effectively allocate revenues and expenses to proper accounts.
- Thorough knowledge of financial enterprise resource planning, financial statements, budgets, contracts, and internal control systems and procedures. Ability to prepare budgets, review financial information, to perform complex numerical calculations, and to prepare complex management reports on a timely basis.
- Thorough knowledge of data processing procedures and database systems. Ability to utilize on-line communications and reporting systems, and to accurately input data. Proficient with word processing, spreadsheet, presentation, and collaboration software (i.e. Microsoft Word, Excel, PowerPoint, and SharePoint).
- Thorough knowledge of payroll procedures, time conversion, and payroll systems. Ability to ensure payroll functions run smoothly per deadlines; to maintain trust and confidentiality; and to remain approachable, responsive, and sympathetic to employees' concerns over payroll issues.
- Knowledge of subsidized housing practices and principles, real estate property management, grant management, and tax credit compliance rules and regulations.
- Knowledge of office procedures, methods, and equipment.
- Ability to interpret regulations and make decisions within prescribed policy.
- Ability to gather, review, and analyze complex budgeting and program information; ability to use, evaluate, and train employees on complex financial software; and ability to perform complex budgeting and program evaluation analyses and to prepare effective narrative, financial, and statistical reports.
- Ability to create grant logic models and to evaluate grant performance.
- Ability to work on multiple, concurrent projects, independently, or as a member of a team; to meet deadlines and due dates; and to work under pressure, with interruptions.
- Ability to effectively represent the CDA's housing programs and properties and the interest of program applicants and participants.
- Ability to communicate effectively both orally and in writing; to write clear and concise reports; and to clearly communicate progress in meeting agency goals.
- Ability to contribute to the welfare and effectiveness of the division by adhering to high ethical standards of performance and interpersonal relationships; and to maintain effective working relationships with co-workers and third-party management companies.
- Thorough understanding of customer service principles. Ability to maintain effective working relationships with a diverse socio-economic client group; to handle irate and irrational or disoriented individuals with tact and discretion by exercising mature, personal judgment; and to diffuse potentially volatile or threatening situations on a one-on-one basis.
- Ability to maintain adequate attendance.

13. Special tools and equipment required:

- Computer
- Multiline phone system
- Multifunctional machines (i.e. fax/printer/scanner/copier)

14. Required licenses and/or registration:

- Valid Wisconsin driver's license.
- Individual must be able to obtain *Tax Credit Compliance* certification and *Financial Specialist* certification from a CDA approved training organization (i.e., Nan McKay, NAHRO, NCHM) within first year of employment.

15. Physical requirements:

Ability to sit or stand for long periods of time; ability to lift file boxes weighing up to 40 lbs; and ability to reach, climb, and kneel.

16. Supervision received (level and type):

General

17. Leadership Responsibilities:

- This position: ☐ is responsible for supervisory activities (Supervisory Analysis Form attached).
☐ has no leadership responsibility.
☒ provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- ☐ I prepared this form and believe that it accurately describes my position.
☐ I have been provided with this description of my assignment by my supervisor.
☐ Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- ☒ I have prepared this form and believe that it accurately describes this position.
☐ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
☐ Other comments (see attached).

Loa Dames

SUPERVISOR

6/08/22

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.