



LEBANON HOUSING AUTHORITY

Physical: 49 Upton Heights/Mail: P.O. Box 187 ▪ Lebanon, TN 37088-0187
www.Lhatn.org ▪ (615)-444-1872 Phone ▪ (615) 444-1520 Fax

Job Description

Title: Finance/Administration Director

Reports To: Executive Director

Department/Division: Finance/Administration

FLSA Status: Exempt

Employment Status: Full-Time

Date: April 28, 2026

Position Summary

The Finance/Administration Director performs highly responsible administrative work in developing, implementing, and coordinating an effective management system for the Agency, which includes strategic planning and accountability for fiscal and managerial results, Agency-wide budgets, resources management and financial management functions and management of the Agency's fiscal and administrative operations, including Accounting, Procurement, Budgeting, Human Resources and Management Information Systems (MIS). Within these functional areas this position is responsible for performance that positively contributes to the Agency receiving satisfactory ratings in HUD Agency performance evaluation systems, such as Public Housing Assessment System (PHAS), or other future HUD evaluation systems. The duties listed below are illustrations of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

Responsibilities

Undertakes and performs the following and all other work-related duties as assigned.

1. Directs budget and cost controls, financial analysis, accounting practices, Human Resource Management, payroll functions, insurance coverage and evaluation, purchasing and inventory expenditures, Capital Funds Program (CFP) purchase requisitions, and ensures timely financial and statistical reports for management and Board of Commissioners (BOC) use. Analyzes and interprets financial data and recommends changes to improve systems and financial performance.
2. Effectively manages the administration and/or coordination of employment, labor relations, compensation, and benefits. Assists and advises all departments in Human Resources matters to maximize employee understanding of Agency goals and policies.
3. Oversees administration and coordination of all employee benefit programs, including group medical insurance, life, dental, accident and disability insurance, and retirement savings. Conducts and/or coordinates employment information presentations/materials and enrollments.
4. Provides guidance for overall level of compensation of employees by providing data needed to ensure Agency is maintaining pay scales according to current economic conditions and competitive conditions within the labor market.



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5. Analyzes and supervises the ongoing maintenance of employee job descriptions to ensure identification of skills and abilities that are essential, required, and performed on a regular and continuing basis. Consults with supervisors and department heads to ascertain duties and works with them to gather information for the creation of descriptions for hires in new staffing positions.
6. Develops and implements personnel policies for all staff and oversees adherence to EEOC and affirmative action programs and diversity goals set by the Agency.
7. Participates in employee disciplinary meetings, and complaint procedures, keeping an unbiased stance that balances the need of the employees and the employer, so that each situation can be considered on its own merits and efficient means can be used to solve problems and/or carry through with well thought-out decisions.
8. Provides consultative support to management, interprets, explains, and enforces Agency policy matters and federal and state compliance issues such as non-discriminatory hiring methods, disciplinary actions, terminations, FLSA, EEO, ADA, GINA, HIPAA, FMLA, etc. and recommends needed changes. Coordinates and participates in diversity and sexual harassment awareness training.
9. Responsible for recruiting, selecting, evaluating, and developing department and Agency staff. Reviews and acknowledges receipt of applications received for employment to support management in obtaining qualified candidates through evaluation of qualifications and work history.
10. Oversees monthly operating subsidy drawdowns, monthly checks run, funds transfers, etc., and maintains general ledgers required for each program in compliance with federal, state, and local requirements.
11. Designs, implements, and maintains project-based accounting system for the conventional housing programs.
12. Develops and maintains an efficient internal auditing system to assure integrity in the use of funds, equipment, materials, and personnel to safeguard the Agency's funds and property.
13. Directs the preparation of budget documents and budget submissions to HUD and other local agencies as required and is responsible for the control of and adherence to items contained within the budget after approval of the Budget by the BOC. Conducts budget workshops with other directors and commissioners during the budget process.
14. Oversees multiple divisions with the Finance Department, supervises subordinates (including hiring, disciplinary actions, appraisals, training, etc.); Advises, mentors, and assists employees when needed; establishes performance standards and assists in the development of work plans; monitors annual work plans' progress and accomplishments; ensuring all deadlines are met.
15. Directs the preparation of monthly financial statements, balance sheets, and various regular reports to ensure timely flow of information to the Executive Director, BOC, HUD and third-party participants as appropriate regarding the



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financial condition of the Agency and status of all programs and budgets. Forecasts revenue for the Agency, develops fiscal impact statements, and provides advice on economic development activities.

16. Reviews and analyzes financial statements and requests, revises and/or approves reports prepared by staff, creates and develops departmental policies, plans, priorities, goals, and objectives, and controls Agency funds to ensure compliance with applicable federal, state, and local laws and regulations and Agency rules and procedures.
17. Ensures accounting and financial systems are maintained in accordance with Generally Accepted Accounting Principles (GAAP) and establishes and maintains appropriate internal controls to ensure compliance with applicable federal, state, and local laws and regulations and Agency rules and procedures.
18. Provides management and oversight of the Agency's computer systems, voice, and data communications networks by working with vendors to identify and evaluate technology needs and provide technical solutions and cost-effective approaches for daily administrative and Agency operations.
19. Represents the Finance/Administration Department to other Agency departments, elected officials, community-based organizations; and coordinates Department activities with those of other departments and external agencies and organizations as appropriate. Communicates and coordinates accounting policies, practices, and procedures with department and Agency managers, vendors, reporting agencies, clients, and the public.
20. Provides assistance and support to functional areas, resolves conflicts, complaints and disputes as they arise; assists with brainstorming and strategic planning for Agency initiatives; reviews and assists in all financial related transactions pursued or conducted by the Agency; invests surplus funds; administration of debt; attends various meetings.
21. Stays abreast of all changes in the regulatory environment, studies HUD regulations, laws, ordinances and publications, as well as those being considered; attends conferences, training, and meetings; reviews HUD pronouncements, state law changes and local directives to ensure compliance in all areas; comments on any proposed changes that would negatively affect the Agency and ensures timely implementation of new guidance.
22. Participates on a variety of advisory committees, participates to promote affordable housing; maintaining a positive profile in the community and nationally; works with City officials on housing issues.
23. Establishes policies and procedures, assures that appropriate records are established and maintained in accordance with professional practices and HUD regulations; and ensures reviews are performed as needed to determine if policies and procedures are still valid and controls are still in place; implements new and updated policies and procedures; and communicates changes to staff.

Education and Experience

Employee must have a bachelor's degree from an accredited college or university in Accounting, Finance, Human Resource Management or related field preferred with five (5) years' experience in financial management or an equivalent combination of education and experience sufficient to fulfill essential position functions. CPA preferred.



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Knowledge and Skills

1. Must have knowledge of the state General Statutes, HUD Financial Accounting Requirements, HUD notices and regulations, and Generally Accepted Accounting Principles.
2. Thorough knowledge of federal and state employment laws affecting public employers.
3. Thorough knowledge of the modern principles, practices and techniques pertaining to accounting, budgeting, financing, financial reporting procedures and requirements, personnel management, and financial management of housing programs.
4. Comprehensive knowledge of modern principles, GAAP, budgeting, financing, loans, mortgages and financial reporting and cost allocations.
5. Thorough knowledge of the relationship between the Agency and federal, state and local jurisdictions and their abilities to provide funds or other support to the Agency; accounting control requirements and auditing principles and procedures.
6. Thorough knowledge of applicable federal (HUD), state, and local laws and regulations pertaining to public housing authorities and the Housing Agency's operating policies and procedures as they pertain to the position.
7. Thorough knowledge of the modern principles, practices, and techniques of personnel management, training, and performance evaluation.
8. Ability to plan, direct, and supervise the work of others, to delegate responsibility and authority, and to hold subordinates accountable for tasks assigned.
9. Ability to present information in a clear, organized, and convincing manner.
10. Strong interpersonal and communication skills and ability to present information in a clear, organized, and convincing manner.
11. Ability to meet aggressive deadlines and effectively manages multiple priorities.
12. Ability to read and comprehend complex material.
13. Ability to establish and maintain effective working relationships with subordinates, co-workers, and persons outside the Agency.
14. Ability to identify Human Resources and/or personnel problems and develop effective solutions and/or make valuable contributions toward resolving difficult issues.



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15. Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.

Supervision Controls

The employee receives directions from the Executive Director. Courses of action, deadlines and priorities are established by policy, procedure, rule, regulation or the Executive Director, depending upon the assignment. Normal duty assignments are performed by the employee based on his/her own judgment.

The employee provides guidance to subordinates, developing activities, setting priorities, establishing timelines, and modifying or making changes in the course of achieving global and priorities. The employee monitors the work of subordinates for accuracy, completeness, conformity to policy, and achievement of goals or objectives.

Guidelines

Guidelines followed by the Finance & Administration Director include published laws, regulations, handbooks, financial and accounting standards established through nationally recognized accounting standards boards. Independent research is necessary depending on the activity and/or task requirements. Upon personal initiative, the Finance & Administration Director may obtain informal guidance and assistance from other Agencies and professional organizations.

Complexity

The Finance & Administration Director performs a wide variety of tasks, which are not always clearly related. The employee must identify the work that needs to be done, determine how to accomplish it, and coordinate, integrate, and prioritize a variety of responsibilities. The employee must make regular decisions involving usual and unusual circumstances, conflicting data, conflicting and competing demands, or other non-routine occurrences.

Decisions and issues facing the employee involve multiple organizational units. Difficulty is occasionally encountered in monitoring inventory and cost allocation for use of supplies and materials. Originality, imagination, and thorough knowledge of financial management principles are required to successfully achieve Housing Agency objectives.

Scope and Effect

The employee's work affects other Agency departments, all of the Agency's housing programs, its residents, and the financial solvency of the Agency and can determine to a great extent the quantity and quality of housing and services the Agency is able to provide for low-income families. Successful accomplishment of tasks by the employee can enhance the Agency's ability to provide housing that is decent, safe, and sanitary, and to render adequate services for its residents.

Personal Contacts

The Finance & Administration Director has contact with a broad range of individuals including coworkers, business firms, bankers, consultants, and the BOC. Personal contacts serve multiple purposes including giving or gaining information, planning, coordinating, and advising motivating, influencing, directing persons or groups, and justifying, defending, negotiating, and resolving significant and/or sensitive issues.

Physical Requirements

1. Must be able to sit and/or stand for up to eight (8) hours at a time while performing work duties.



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2. Work may involve some physical exertion, such as kneeling, crouching, reaching, carrying or lifting and eyestrain from working with computers and other office equipment.
3. Must be able to bend, stoop, push, and pull in the performance of duties.
4. Must be able to use fingers bilaterally and unilaterally to operate office equipment.
5. Must have vision and hearing corrected to be able to perform essential job functions.
6. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
7. Must maintain a professional appearance and portray a positive image for the Agency.
8. Must be able to maintain punctuality and attendance as scheduled.
9. An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

Work Environment

Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted and ventilated.

Other Requirements

1. Must possess a valid driver's license and maintain a good driving record.
2. Must be available for occasional overnight travel.
3. Must pass employment drug screening and criminal background check.
4. Must work with the highest degree of confidentiality.

The Lebanon Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Lebanon Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.



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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

EMPLOYEE SIGNATURE

DATE

AUTHORIZED AGENCY REPRESENTATIVE

DATE

