



# EMPLOYMENT APPLICATION

Equal Opportunity Employer

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December 9, 2009

Thank you for your interest in working for the Caldwell Housing Authority (CHA). CHA is seeking a highly qualified and motivated individual to serve as Financial Officer. The successful candidate will have experience with cost accounting; general ledger; payroll; AR/AP; Federal Government financial management and reporting requirements; supervising and evaluating work of subordinate staff; analyzing, reconciling, reporting and forecasting as it relates to financials of a small non-profit provider of low-income housing. Bilingual Spanish/English required. Salary competitive DOE. Resumes will NOT be accepted in lieu of a CHA application and supplemental questionnaire.

All applications must be received by 5:00pm Thursday, December 31, 2009.

Applications will be reviewed during the month of January, and candidates who possess the education and experience desired will be notified sometime in the latter part of January.

Again, thank you for your interest in working for the Caldwell Housing Authority.

—Management



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## Personal Information

Date:	Home Phone:	Cell Phone:	
NAME (First, MI, Last):		Social Security # (SSN):	
Current Address:	City:	State:	Zip Code:

## Desired Position

Position Applying For:	Date You Can Start:	Desired Hourly Rate:
Currently Employed: <input type="checkbox"/> YES <input type="checkbox"/> NO	Legal to Work in the U.S.: <input type="checkbox"/> YES <input type="checkbox"/> NO	Speak Spanish & English: <input type="checkbox"/> YES <input type="checkbox"/> NO
Worked for CHA Previously: <input type="checkbox"/> YES <input type="checkbox"/> NO	When:	Worked for other Housing Authority: <input type="checkbox"/> YES <input type="checkbox"/> NO

## Education

High School Graduate: <input type="checkbox"/> YES <input type="checkbox"/> NO	School:	Graduation Date:	Subjects Studied:
College Graduate: <input type="checkbox"/> YES <input type="checkbox"/> NO	School:	Graduation Date:	Degree:
Trade School Graduate: <input type="checkbox"/> YES <input type="checkbox"/> NO	School:	Graduation Date:	Subjects Studied:
Professional Certifications: <input type="checkbox"/> YES <input type="checkbox"/> NO	School:	Graduation Date:	Certification Type:

## General Information

List any special accounting programs you have used such as Cougar Mountain, Tenmast, Quick Books, etc.
List any special presentations programs you have used such as PowerPoint, Corel, etc.
List any professional licenses or certification you hold>

## Military Experience

U.S. Military Service: <input type="checkbox"/> YES <input type="checkbox"/> NO	Branch:	Dates:	Rank:	Field:
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Mail or return application to CHA, 22730 Farmway Road, Caldwell, Idaho 83607

## Previous Employment

Name and Location of Employer:	Dates Employed:	Salary/Wage:	Position:	Reason for leaving:
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## References

Name:	Phone Number:	Business Name:	Working Relationship: <input type="checkbox"/> YES <input type="checkbox"/> NO
			Working Relationship: <input type="checkbox"/> YES <input type="checkbox"/> NO
			Working Relationship: <input type="checkbox"/> YES <input type="checkbox"/> NO
			Working Relationship: <input type="checkbox"/> YES <input type="checkbox"/> NO

## Authorizations

By signing below, I certify that I have provided truthful and accurate information, and give permission for the Caldwell Housing Authority to check references, and perform a criminal background check.

By signing below I certify and understand that I have not been offered employment and any offer of employment must be by written notification by authorized Housing Authority staff.

By signing below I certify that I am able to perform manual labor and work in various conditions both inside and outside (including a disability related need for a reasonable accommodation).

Signed:	Dated:
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# EMPLOYMENT APPLICATION

## Supplemental Questionnaire

Please read each question carefully before responding. Consider what information is relevant to each question. Please type your response on a separate piece of paper.

1. Describe the size of budget and level of detail for which you have been accountable in current/past positions.
2. List Budget and Accounting software programs you have experience with and any past involvement in integrating a new automated system. Be specific as to report writing experience and any involvement in training other employees on a system.
3. List your experience with payroll and benefits administration.
4. What has been your past involvement managing vendor contracts, soliciting bids and proposals and providing recommendations.
5. How do you see financial management of a non-profit housing agency different from that in a private sector or a governmental agency?

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# CALDWELL HOUSING AUTHORITY

## Financial Officer

### Position Summary:

The primary function of this position is to manage the overall finances of the Housing Authority, oversees budget, accounts payable, accounts receivable, human resource, benefits administration, payroll, and low income housing client eligibility. The position reports directly to the Executive Director. **Bi-lingual Spanish/English required.**

### Principal Accountabilities:

#### Budget and Finance

Under direct supervision of the Executive Director, the Financial Officer is responsible for complete and total oversight of all aspects the Housing Authority's finances. This includes:

- Maintains the general ledger and ensures all accounts receivable and payables are properly recorded.
- Prepares the annual budget and financial statements, in consult with the Executive Director, Rural Development, and USDA, in a timely manner; prepares budget revisions, as needed/required. Ensures all such documents conform to all regulatory requirements.
- Provides analysis and monthly reporting on finances for the Executive Director and Board of Directors.
- Reconciles bank statements and maintains accurate daily bank balance, transferring funds as needed.
- Records any changes in assets and prepares yearly depreciation schedules. Works with accountants to complete annual audit.
- Updates records for assets that are not on the depreciation schedules. (Under the dollar limit threshold)
- Makes monthly entries into the Federal Government Account system.

#### Payroll/Benefits

Manages all aspects of employee payroll and benefits, providing regular, up-to-date reports to the Executive Director and Board of Directors.

- Keeps track of compensated absences for all employees on a monthly basis.
- Ensures all taxes and payments are made on a regular basis.
- Maintains knowledge of regulatory or legislative changes to payroll and benefits laws.
- Provides accurate reporting to Executive Director to assist with the analysis of pay and benefits, and life and accident policies.
- Ensures that all employee payroll and benefits enrollments are handled correctly.
- Oversees administration of Workers Compensation Insurance and PERSI Retirement programs.

#### Staff Supervision

Provides direct supervision of Accounts Receivable Clerk.

- Ensures accounts receivable procedures are conducted correctly
- Provides training and career development of A/R Clerk
- Works closely with the Occupancy Specialist to ensure that communication and information is provided.

#### Administration/Operations

- Keeps current with changing USDA and Rural Development requirements relative to financial management.
- Manages all vendor contracts, requesting bids for services, and providing recommendations to Executive Director for approval.
- Oversees and monitors software applications: prepares special and custom financial reports, creates documents, makes changes or modifications to software as needed.
- Performs as a team member, providing backup assistance for other administrative staff.

### **Qualifications:**

Must possess knowledge of:

- Cost accounting methods, procedures and generally accepted accounting practices;
- General ledgers, payroll, accounts payable and receivable;
- Federal government financial management and reporting requirements;
- Principles and procedures of financial record keeping and reporting;
- Operation of standard office equipment, personal computer, and job-related software applications for word processing, cost accounting, spreadsheets, and other required applications;

Must be able to:

- Prepare and administer a multi-faceted budget;
- Prepare and maintain agency financial records and documents to applicable GAAP standards;
- Supervise and evaluate the work of others;
- Maintain records efficiently and accurately;
- Analyze financial data, reconcile accounts, and prepare reports;
- Establish and maintain effective working relationships with other employees, the Board and the public;
- Communicate effectively both orally and in writing.

### **Required Education, Experience and Training**

- Bachelors Degree from an accredited College or University in Accounting or related field; ***OR***
- Any equivalent combination of education, experience and training which provides the knowledge and abilities necessary to proficiently perform the work; and
- A firm knowledge and understanding of automated/computer-based accounting programs and spreadsheets.
- Bilingual in English and Spanish.

### **Preferred Qualifications:**

- Three years general commercial bookkeeping experience, demonstrating cost accounting, GAAP procedures and accounts receivable and payable; and
- One or more years of supervisory experience; and
- Previous bookkeeping and accounting experience with a public housing authority or other similar non-profit or government organizations; and
- Previous benefits and payroll management experience; and

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