

***Housing Authorities of the  
City of Warner Robins and Houston County***

**Commissioners**

Shane Spells, Chairman  
Robert J. Winner, Vice Chairman  
Brenda Youmas, Attorney  
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**S.L. Frazier, Chief Executive Officer**

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The Warner Robins Housing Authority has an opening for a Finance Manager. If this is an area that you excel in please contact Oscar G. Mason at [omason@warnerrobinsha.com](mailto:omason@warnerrobinsha.com). The closing date for this position is May 16, 2019.

Below are the duties that will be assigned to the Finance Manager.

- a. Develop and maintain a system of internal accounting and accounting records.
- b. Provide assistance to other department personnel on matters of financial accounting.
- c. Oversee the process of payroll and payables.
- d. Prepare and submit the annual HUD operating subsidy request.
- e. Assist in the preparation of the annual and five year plan
- f. Prepare monthly financial reports for board meetings.
- g. Prepare the annual operating budget
- h. Prepare documents and schedules for the annual independent audit.
- i. Prepares monthly bank reconciliations
- j. Prepares and post manual journal entries to general ledger software.
- k. Maintains systematic filing of financial records, ledgers, monthly work papers, bank records and correspondences, and HUD communications and reports.
- l. Work closely with a fee accountant.
- m. Performs other duties as assigned.

**Knowledge Required by the Position.**

- a. Knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Principles.
- b. Knowledge of basic internal account control.
- c. Knowledge of HUD regulations
- d. Knowledge of auditing and budgeting techniques and procedures.

**Minimum Qualifications.**

- a. Knowledge & level of competency associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- b. Ability to be bonded.
- c. Experience sufficient to thoroughly understand the diverse objectives and functions in the division/ department in order to work within the division / department.
- d. Ability to readily obtain a valid driver's license issued by the State of Georgia.