MONTGOMERY HOUSING AUTHORITY

JOB ANNOUNCEMENT

POSITION TITLE: Assistant Comptroller

POSTING NO: 1170

DEPARTMENT: Accounting

SALARY: Negotiable

DATE POSTED: 10/27/2026

CLOSING DATE: Until Filled

FLSA CLASS: Exempt

Position Summary

The Assistant Comptroller supports the Comptroller in directing the financial operations of Montgomery Housing Authority (MHA), including general ledger accounting, accounts payable, payroll, purchasing, cash management, financial reporting, and regulatory compliance. The position helps ensure accurate financial records, effective internal controls, timely HUD reporting, and readiness for audits and agency reviews. In the Comptroller's absence, the Assistant Comptroller provides operational leadership to the Finance Department.

Responsibilities

The duties listed below illustrate the types of work that may be performed. Omission of a specific duty does not exclude similar, related, or logically assigned work.

1. **Financial Operations and Internal Controls**
   - Assist the Comptroller in overseeing accounts payable, payroll, purchasing, and related finance functions.
   - Review financial transactions for accuracy, completeness, appropriate authorization, and compliance with established internal controls.
   - Recommend improvements to accounting procedures, financial workflows, and segregation of duties.
2. **General Ledger and Monthly Close**
   - Maintain general and subsidiary ledgers for assigned programs and funding sources in accordance with applicable requirements.
   - Prepare, review, and post journal entries; complete monthly account analyses, reconciliations, and closing activities.
   - Investigate discrepancies and ensure timely correction and documentation of financial records.
3. **Cash Management and Banking**
   - Coordinate monthly subsidy drawdowns, check runs, funds transfers, and authorized disbursements.
   - Monitor cash flow, cash balances, and funding needs; support investment and certificate-of-deposit activities in accordance with MHA policies.
   - Coordinate with financial institutions regarding banking accounts, deposits, and related transactions.

4. HUD and Regulatory Compliance

- Assist with HUD monthly electronic financial submissions, reconciliations, and supporting schedules.
- Apply applicable HUD requirements, federal and state regulations, and MHA fiscal policies to accounting operations.
- Monitor changes in reporting requirements and advise the Comptroller on potential financial or compliance impacts.

5. Financial Reporting and Audit Support

- Prepare accurate financial statements, schedules, reconciliations, and management reports for Comptroller review.
- Coordinate with accounting staff to prepare documentation for annual independent audits, HUD reviews, and other external examinations.
- Respond to audit requests, support corrective actions, and maintain organized supporting records.

6. Department Leadership and Confidentiality

- Provide guidance, training, and mentoring to Finance Department employees and help monitor work quality and deadlines.
- Oversee daily Finance Department operations and supervise assigned staff in the Comptroller's absence.
- Safeguard confidential financial, personnel, payroll, banking, audit, and board information.

7. Other Duties

- Perform other related duties as assigned.

Qualifications and Knowledge

1. Bachelor's degree in Accounting from an accredited college or university; an equivalent combination of education and relevant experience may be considered in accordance with MHA policy.
2. Ten years of progressively responsible accounting experience, including at least four years in public housing or governmental accounting, or an equivalent combination of relevant education and experience.
3. Certified Public Accountant (CPA) designation preferred.
4. Thorough knowledge of general ledger accounting, debits and credits, reconciliations, journal entries, financial statements, and internal controls.
5. Working knowledge of HUD financial requirements, government or public housing accounting, and applicable federal, state, and local financial regulations.
6. Advanced proficiency with Microsoft Excel and other Microsoft Office applications; ability to learn and effectively use accounting and operational systems, including Yardi.
7. Experience with budgeting, cash management, audit preparation, financial analysis, and regulatory reporting.
8. Ability to supervise and coach employees, organize competing priorities, exercise sound judgment, and meet strict deadlines.
9. Strong written and verbal communication skills and demonstrated discretion when handling confidential information.

Supervision Controls

The Assistant Comptroller reports to the Comptroller, works with substantial independence within established policies, and may supervise Finance Department staff, particularly in the Comptroller's absence.

Guidelines

Work is governed by MHA policies and procedures, applicable accounting standards, HUD requirements, and federal, state, and local laws and regulations.

Complexity

The position requires analysis of complex financial information, coordination of multiple funding sources and deadlines, and resolution of accounting and compliance issues.

Scope and Effect

The employee's work affects the accuracy of MHA financial reporting, protection of public funds, audit readiness, regulatory

compliance, and effective delivery of housing programs.

Personal Contacts

Regular contacts include MHA management and staff, financial institutions, auditors, vendors, HUD representatives, and other oversight agencies. Professional communication and confidentiality are essential.

Physical Requirements

The physical demands described are representative of those necessary to perform essential functions. Reasonable accommodations may be made for qualified individuals with disabilities. Duties generally require prolonged computer use, sitting, occasional standing or walking, and the ability to communicate and handle financial records.

Work Environment

Work is primarily performed in a professional office environment using standard office equipment. Additional hours may occasionally be required for month-end close, audits, reporting deadlines, or urgent financial matters.

Other Requirements

Must maintain confidentiality, comply with MHA ethical and financial policies, and satisfy applicable pre-employment requirements.

Other Requirements

1. Must possess a valid driver's license and maintain a good driving record.
2. May be required to work after office hours on the on-call work schedule.
3. Must pass employment drug screening and criminal background check.

PLEASE VISIT MHA On-line Job Application, TO APPLY ON-LINE.

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.