

**The Schenectady Municipal Housing Authority**  
**EXCELLENT CAREER OPPORTUNITY**  
**FINANCE DIRECTOR**

The Schenectady Municipal Housing Authority (SMHA) is seeking qualified candidates for the **Full-Time Finance Director** to lead the fiscal operations of the Housing Authority. Thorough knowledge of the principles, practices and techniques of fiscal management, accounting, auditing and budgeting; thorough knowledge of the rules, regulations, and guidelines established by the Federal Government and HUD regarding financial administration.

**KEY RESPONSIBILITIES:**

- Direct, plan, and prepare all fiscal reporting for Housing Authority programs;
- Oversee budgeting, accounting, auditing, and expenditures;
- Manage payroll operations and supervise Finance department staff;
- Coordinate all audits and ensure compliance with HUD, New York State, and the City of Schenectady officials on fiscal matters;
- Support the Executive Director with financial analysis, planning, and labor related matters;
- Prepare complex financial reports and maintain accurate fiscal records;
- Assists the Executive Director in preparation and adjustment of plans, proposals and modifications for the operation and delivery of Authority fiscal activities;
- Performs a variety of related duties as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Extensive knowledge of fiscal management, accounting, auditing, and budgeting;
- Thorough understanding of HUD and federal financial regulations;
- Experience in converting Public Housing Properties into LIHTC properties.
- Knowledge of component units in Public Housing.
- Experience in LIHTC accounting and finance.
- Strong supervisory and leadership skills;
- Ability to analyze data and prepare detailed financial reports;
- Excellent written and verbal communication skills;
- Proven ability to maintain effective working relationships with staff and government partners;

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a master's degree in accounting, Public or Business Administration or a related field and four (4) years of experience in public administration, economics, labor or industrial relations or accounting, three (3) years of which must have been at a supervisory level; OR

- (B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in public or business administration, Accounting or a related field and six (6) years of experience as defined by the limits of (A) above, three (3) years of which must have been at a supervisory level; OR
- (C) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in public or business administration, Accounting or a related field and eight (8) years of experience as defined by the limits of (A) above, three (3) years of which must have been at a supervisory level; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**Compensation and Benefits:** Starting salary is commensurate with experience. Full benefit package includes health insurance, paid leave, and participation in the New York State and Local Retirement System.

**Civil Service Appointment Status:** This position is in the competitive civil service class. Appointments to this position will be made on a provisional basis.

**Normal Work Schedule:** Full-Time 35 hours per week, Monday through Friday

**Pre-employment and Random Drug Screening:** It is the policy of SMHA to require applicants to take and successfully pass a pre-employment drug test. Employees in this position are also subject to random drug screening throughout employment.

**Submission Requirements:** Applicants must submit a job application and attach a copy of their resume. The application can be downloaded from our website <http://www.smha1.org/News.html> (scroll down to Job Opportunities and click the link to Employment Application). Application and resume must be submitted via mail or email to the following:

Office of the Human Resources Coordinator  
Schenectady Municipal Housing Authority  
375 Broadway  
Schenectady, NY 12305  
[jobs@smha1.org](mailto:jobs@smha1.org)

**Submission Deadline: May 15, 2026**

**The Schenectady Municipal Housing Authority is an Equal  
Opportunity Employer**