**City of Orlando**

**Housing and Community Development Department**

**Department Fiscal Manager**

Salary: $55,016 to $86,070 per year, depending on qualifications

Grade NB113

NATURE OF WORK:

Performs administrative, professional and supervisory work involving state and federal grants for the Housing and Community Development Department. Serves as the principal person responsible for maintaining financial records for the Department for activities and operations involving federal, state, and local affordable housing programs and ensuring proper internal controls and HUD regulations are followed. Work requires sound knowledge of accounting principles and procedures, HUD regulations and general regulations of federal grants and contracts. Responsibilities include: Oversight and compliance with HUD financial regulations for CDBG, HOME, ESG, HOPWA, and NSP Programs, and the State of Florida SHIP Program pertaining to the daily operations of the Housing Department; maintains and serves as the administrator of both the HUD Integrated Disbursement and Information System (IDIS) and the Disaster Recovery Grant Reporting (DRGR) System; and, performs financial management of all Department accounts including grants in coordination with Department management.

MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

Bachelor degree, or higher, in Accounting, Finance, or Business Administration AND two (2) years post degree experience in accounting with preference given for experience: specializing in HUD compliance, closing of accounting and reporting cycles, and supporting financial audits. Florida driver license required. Must pass criminal background check and polygraph examination.

APPLY ON-LINE: https://www.governmentjobs.com/careers/orlando

Position is open until filled.