

District of Columbia Housing Finance Agency



Employment Opportunity

Vice President, Treasury Operations Office of Financial Management

The DC Housing Finance Agency was established in 1979 to stimulate and expand home ownership and rental housing opportunities in Washington, D.C. We accomplish our mission by primarily issuing mortgage revenue bonds. Through our Multifamily Lending and Neighborhood Investments business unit, we provide financing that lowers the cost of acquiring, constructing and rehabilitating rental housing and that facilitates the creation of low and moderately priced for-sale housing. Our financing tools are primarily funded through the issuance of taxable and tax exempt mortgage revenue bonds. Our Single Family Programs offer DC residents competitive products that help lower the homebuyer's cost of purchasing homes. We embrace our responsibility with conviction and pledge our best efforts to serve as the City's champion for renters and homeowner to act as the City's principal catalyst for affordable housing neighborhood investment.

The District of Columbia (DC) Housing Finance Agency (DCHFA) is seeking qualified candidates for the position of Vice President, Treasury Operations.

POSITION DESCRIPTION

The Vice President of Cash Management and Investments works in the Office of Financial Management and manages the Agency's cash position by compiling various financial transactions and managing the Agency's investments. The position is specifically responsible for cash management, banking service, investments, and loan servicing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor and manage all aspects of the Agency's cash flow
- Execute daily financing and investment decisions through forecasting cash requirements
- Negotiate and procure banking services, including the opening and closing of Agency bank accounts
- Develop and manage relationships with bank and financial service providers
- Monitor all banking activity including; bank service fees and resolve any quality, compliance or other pertinent issues

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- Conduct benchmark studies of banks to evaluate potential new products and services for the Agency
- Coordinate with Cash Management banks to assist in the planning of the Agency's cash management in accordance with the Agency's financial and investment strategies
- Manage all aspects of the Agency's in-house investment portfolio, including monitoring trade investment portfolios and working capital
- Develop and monitor the Agency's investment strategy through the management of long-term and short-term investments
- Build complex financial models to evaluate various financial plans
- Prepare status reports for all investment and banking activities
- Review investment policies and strategies and make recommendations based on market conditions
- Conduct financial analysis, prepare reports and make recommendations to Chief Financial Officer and Executive Director regarding the Agency's financial resources
- Ensure the Agency's financial responsibility by monitoring and ensuring compliance with SEC and IRS regulations
- Participate in critical analysis of systems and processes and identify opportunities for process improvements
- Manage the Agency's Multifamily and Single Family Loan Servicing functions.
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's Degree in Accounting, Finance, Business or another related field from an accredited university or equivalent experience is required
- Master's degree in Finance preferred
- 7+ years of experience in financial management, cash management, and investments
- Knowledge of investment portfolio strategy, banking, and financial instruments

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- Extensive experience in preparing cash forecasts and cash flow analyses
- Ability to prepare financial schedules, including some SEC disclosures
- Ability to understand and manage accounting procedures and processes
- Possess supervisory experience with the ability to lead, coach and develop staff
- Possess strong organizational, analytical, and math/quantitative skills
- Possess supervisory skills, with the ability to lead, coach and develop staff
- Excellent communication skills; written and verbal and have the ability to effectively negotiate

The Agency offers an exciting work environment along with a competitive salary and benefits package. Qualified candidates should send a cover letter, resume, and salary requirements to the attention of the Human Resources Officer at hfajobs@dchfa.org or faxed to (202) 986-2456. District of Columbia residents will be given a residency preference in the application process. Please no phone calls.

The District of Columbia Housing Finance Agency is an Equal Opportunity Employer