

## SPRINGFIELD HOUSING AUTHORITY

200 North Eleventh Street  
Springfield, IL 62703

### Position Vacancy

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

## Senior Financial Officer

*Full-Time Position*

*Salary Range: \$74,816.69 - \$112,225.00 commensurate with education and experience*

#### **EDUCATION & EXPERIENCE:**

Master's degree in accounting, business administration or public administration with an emphasis in accounting from an accredited college or university; five (5) years of experience directly responsible for budget preparation, budget monitoring, human resource management; four (4) years of supervisory experience in finance, or systems management; or any equivalent combination of education, work experience, or certifications that provides the necessary knowledge, skills and abilities. Three (3) – five (5) years' experience in Low-Income Housing Tax Credit (LIHTC) and mixed finance development accounting.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to apply Federal, State, local, public sector, and housing authority governmental and construction budgets, audits, grants, investments, financial reporting, procurement, inventory, AP/AR, MIS, and accounting (GAAP / GAAS) processes, procedures, policies, and regulations. Knowledge of and ability to apply LIHTC accounting for investments; inclusive of the reporting entity in flow-through limited liability entities that manage affordable housing partners. Knowledge and experience of accounting practices and principles of not-for-profit and similarly situated entities of housing authority operations. Knowledge of occupational hazards and applicable precautionary measures. Skill in problem solving and strong analytical ability. Skill in the proficient use of office equipment, computers, and software. Skill in typing 40 WPM with accuracy. Skill in performing complex mathematical calculations quickly and accurately. Skill in maintaining accurate and complete complex records and generating computerized budget, financial, and accounting reports. Ability to manage the Finance Division and work independently in an organized, thorough, detailed, accurate, and efficient manner. Ability to develop and implement area policies and procedures to improve existing operations. Ability to represent SHA as an executive senior manager; initiate, and maintain positive public and interpersonal relationships; and communicate (oral and written) and interact with diverse individuals (public, outside agencies/vendors, co-workers, and Commissioners) in a courteous, confidential, effective, positive, professional, and ethical manner. Ability to supervise, guide, and train technical, professional, para-professional, and clerical subordinates in the performance of their work. Ability to plan, organize, develop, and schedule the workload of assigned staff. Ability to maintain a valid Illinois driver's license and be an insurable SHA driver. Ability to travel periodically.

#### **DUTIES & RESPONSIBILITIES:**

The Senior Financial Officer is a responsible senior management position that will support the Chief Financial Officer (CFO) in overseeing all financial functions of the housing authority, including budgeting, accounting, financial reporting, MIS, procurement oversight, and audits. The incumbent is involved in planning, coordinating, developing, and implementing quality controls within the Division, as well as planning, coordinating, developing, and implementing policies and procedures for the Division. The incumbent is responsible for preparing, assisting, and monitoring all budgets and grant funds, retaining records, and processing ledgers of all budgets and grant funds.

#### **APPLICATIONS SHOULD BE FORWARDED TO:**

Springfield Housing Authority  
Department of Human Resources  
200 N. 11<sup>th</sup> Street  
Springfield, IL 62703

Via e-mail: [wendym@sha1.org](mailto:wendym@sha1.org) or fax: 217-753-4421

Pay, benefits information, and employment applications are available on the SHA Website:

[www.springfieldhousingauthority.org](http://www.springfieldhousingauthority.org) and by clicking on the link below

<https://Secure.YourPayrollHR.com/ta/TPCA435.careers?ApplyToJob=704904963>

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

Posting Dates: 3/30/2026 – 4/9/2026

*This position will remain open until filled*

**The Springfield Housing Authority is an Equal Opportunity Employer**