
Job Posting for the Lebanon Housing Authority

Title: Finance/Administration Director

Reports To: Executive Director

FLSA Status: Exempt

Employment Status: Full-Time

Work Location: In person

Position Summary

The Lebanon Housing Authority (LHA) is seeking a Finance/Administration Director who is highly motivated and experienced in developing, implementing, and coordinating an effective accounting management system for the agency. The ideal candidate should have experience in the affordable housing program, including LIHTC and RAD, possess strong leadership and communication skills, and provide accountability for the financial operations of the agency in accordance with Generally Accepted Accounting Principles (GAAP). The Finance/Administration Director will be an important member of the leadership team, responsible for aligning departmental goals with the agency's mission to provide decent, safe, and affordable housing to the community it serves.

Responsibilities

The key functions of this role will provide financial strategic planning by developing and executing long-term financial plans, annual budgets and forecasting of accounting needs including administrative, fiscal and managerial accounting operations. This position requires accurate and timely filings consisting of monthly and annual financial statements, agency-wide budgets, administrative operations, including but not limited to general accounting, procurement, payroll, insurance coverage and evaluation, cost controls, financial analysis, purchasing and inventory expenditures, capital funds program (CFP) reporting, purchase requisitions and human resources management. For a detailed job description please visit the Lebanon Housing Authority's website at www.lhatn.org search the "careers" tab.

Qualifications

- Candidate must have a Bachelor's degree from an accredited college or university in Accounting, Business, Finance, Human Resources Management or related field.
- Minimum of five (5) years' experience in governmental accounting, financial management and governmental auditing processes and procedures.
- Experienced in payroll, IRS processes, budget preparation, budget forecasting, human resources management, operating subsidy funds, procurement, close outs, reconciliation, insurance evaluation, capital funds program, ELOCCS reporting, low income housing tax credit (LIHTC) and RAD finance processes.

- Strong knowledge of HUD regulations and program administration.
- Demonstrated experience managing teams, budgets, and complex programs.
- Excellent communication, problem-solving, proven leadership and organizational skills.

All prospective employees must pass a pre-employment drug test, criminal background check, and reference check. Applicants must possess a valid driver's license and be insurable.

Interested applicants should submit a resume to the care of Mr. Patrick Johnson, Executive Director at director@lhatn.org and admin@lhatn.org. THE DEADLINE TO APPLY IS MAY 27, 2026 at 4:00 PM.