



Serving The Community Since 1944

Administrative Offices

One Eddy's Lane
Troy, NY 12180

Phone: (518) 273-3600

Fax: (518) 274-6633

NOTICE OF POSITION AVAILABLE

DATE POSTED: 10/28/2025

Director of Finance and Human Resources

This position is in the Competitive Class. The candidate will be hired provisionally and will have to take a NYS Civil Service Examination at a yet to be determined date and score in the top three to be considered for permanent appointment. The position is Management/Confidential and will be covered by the Troy Housing Authority's Non- Represented Policy.

2025 Salary Schedule – Management Confidential Grade M2 (\$101,836 Hiring Rate to \$131,298 Job Rate)

General Description of Duties:

- Supervises the fiscal affairs of the organization and its subsidiaries;
- Oversees the organization's Human Resource activities;
- Prepares invoices, checks, account statements, payroll reports, and general ledger accounts with various registers;
- Prepares and posts journal entries;
- Extracts general ledger information; compiles cost revenue reports, budget, and balance sheets;
- Reconciles bank statements and verifies and posts details of business transactions, such as; funds received and disbursed;
- Totals accounts to ledgers, computer spreadsheets, and databases;
- Monitors loans, accounts payable, and receivables to ensure that payments are up to date;
- Manages the Human Resource Department and administers the employee benefits;
- Prepares and submit to the Board an annual budget showing revenues and expenses of its operations;
- Submits the budget to governmental agencies and other entities required by statute to receive such reports;
- Prepare monthly reports for the THA Board and Executive Director regarding the organization's finances;
- Assist the staff of external audit firms during the performance of the annual audit;
- Performs Executive Administration functions and does other related functions as required.

Minimum Qualifications:

Graduation from a regionally accredited or New York State registered College or University with a Master's Degree in Accounting or Business Administration and six (6) years of progressively responsible experience in public accounting, payroll, and human resource managerial experience; or Graduation from a regionally accredited or New York State registered College or University with a Bachelor's Degree in Accounting or Business Administration and seven (8) years of progressively responsible experience as described above; or Graduation from a regionally accredited or New York State registered College or University with an Associate's Degree in Accounting or Business Administration and ten (10) years of progressively responsible experience as described above.

TROY HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER

Interested candidates must submit an employment application to:

Selena Skiba, Deputy Executive Director

selena.skiba@troyhousing.org

Troy Housing Authority, One Eddy's Lane, Troy, New York 12180

*APARTMENTS UNDER MANAGEMENT: Conway Court ♦ Corliss Park ♦ Arnold E. Fallon
Grand Street ♦ Griswold Heights ♦ Edward A. Kane ♦ John F. Kennedy ♦ Martin Luther King
Margaret W. Phelan ♦ Catherine M. Sweeney ♦ John P. Taylor ♦ Section 8 Rental Assistance*