Finance Manager

Oshkosh Housing Authority / Winnebago County Housing Authority
Oshkosh, Wisconsin

Pay: $80,000–$95,000 per year, based on qualifications
Job type: Full-time, salaried Anticipated start: January 2027
Opening date: November 18, 2026 Closing date: Open until filled
Priority review begins: December 7, 2026

Why Join Us

- **Structured 6-Month Transition:** Begin in January 2027 and train directly alongside our retiring Finance Manager through June 2027.
- **Work-Life Balance:** Standard 37.5-hour workweek with 12 paid holidays (including 5 floating holidays), generous vacation accrual, and sick leave.
- **Strong Public-Sector Retirement:** Participate in the Wisconsin Retirement System (WRS) pension with employer contributions, plus a retiree health reimbursement benefit.
- **Proven Excellence:** Join an agency recognized with HUD's High Performer designation for its public housing program.

About Us

Join a dedicated team whose work makes a lasting difference throughout Oshkosh and Winnebago County. As Finance Manager, you will help guide the financial decisions that sustain affordable housing, support resident services, and preserve homes for the future.

Our two jointly administered housing authorities serve families, older adults, and people with disabilities. Our portfolio includes public housing, HUD multifamily housing with project-based rental assistance, and Low-Income Housing Tax Credit properties. WCHA also administers Housing Choice Vouchers and Project-Based Vouchers. Our work includes housing rehabilitation and preservation, Family Self-Sufficiency programming, and supportive resident services.

Position Summary

The Finance Manager reports directly to the Executive Director and serves as the primary internal financial liaison with our contracted fee accounting firm, independent auditors, investors, lenders, and financial institutions. This position has no direct employee reports. The Executive Director retains executive and contractual oversight of outside professional service providers.

Essential Duties and Responsibilities

- Oversee financial operations across both authorities, multiple legal entities and programs, and approximately 70 bank accounts.
- Monitor cash flow, restricted funds, reserves, HUD funding allocations, inter-program charges, and cost allocation accuracy.
- Coordinate and review work performed by the contracted fee accounting firm, including monthly statements, reconciliations, general ledger activity, and year-end deliverables.
- Review financial statements and accounting treatments for compliance with applicable GAAP, GASB governmental accounting standards, and FASB standards where applicable to separate property or partnership entities.
- Lead budget preparation, forecasts, budget-to-actual review, financial analysis, and reporting to the Executive Director and Boards of Commissioners.
- Ensure timely, accurate VMS and FASS-PH/FDS submissions; monitor other applicable reporting deadlines; and ensure compliance with HUD financial management guidance and reporting requirements and federal award requirements under 2 CFR Part 200, including cost allocation and internal controls.
- Coordinate LIHTC, project-based assistance, investor, lender, partnership, and mixed-finance financial reporting and compliance.
- Oversee payroll, accounts payable, receivables, timely bill payments, treasury activity, and related internal controls.

- Coordinate annual audits with independent auditors; review schedules, support documentation, and corrective actions.
- Support capital planning, rehabilitation projects, financing transactions, and financial systems used across the agencies.
- Identify financial risks and discrepancies, recommend solutions, and maintain reliable records and strong accountability.

Required Qualifications

- Bachelor's degree in accounting, finance, business, or related field, OR an associate degree with substantial relevant financial management experience, OR an equivalent combination of education and experience.
- Progressively responsible accounting or finance experience, including budgeting, reporting, reconciliations, and internal controls.
- Working knowledge of GAAP, financial statement analysis, accrual accounting, audit preparation, and the ability to evaluate accounting entries and reporting prepared by external professionals.
- Strong analytical judgment, advanced Excel skills, proficiency with accounting systems, and ability to manage multiple deadlines and funding streams.
- Ability to work independently, communicate clearly with leadership and external professionals, and protect confidential information.

Preferred Qualifications

- Experience with HUD-funded housing, public-sector or nonprofit finance, LIHTC, or other regulated affordable housing programs.
- Experience applying GASB governmental accounting standards, FASB standards for applicable affordable housing entities, federal grant accounting, and HUD financial management requirements.
- Knowledge of VMS, FDS, capital funds, mixed financing, investor reporting, and coordination of outsourced accounting and audits.
- CPA, CMA, MBA, or other advanced financial credential.

Work Schedule and Transition

The regular schedule is 37.5 hours per week. Occasional additional hours may be needed to meet audit, payroll, budget, and HUD reporting deadlines.

The selected candidate is expected to begin around January 2027 and participate in a structured transition with the current Finance Manager, who plans to retire in June 2027.

How to Apply

Submit a resume and cover letter describing your relevant financial management experience to MichelleL@ohawcha.org.

Priority review begins December 7, 2026. Candidates are encouraged to apply before that date. Applications will be accepted until the position is filled.

Learn more about our work at www.ohawcha.org

The Oshkosh Housing Authority and Winnebago County Housing Authority are Equal Opportunity Employers.

Benefits

- Health and dental insurance with employer contributions.
- Wisconsin Retirement System pension with employer contributions.
- Optional deferred compensation for additional retirement savings.
- Employer-paid basic life insurance, with additional and dependent coverage available for purchase.
- Income continuation insurance with employer-paid base coverage and a 180-day waiting period, subject to eligibility.
- 12 paid holidays annually, including 5 floating holidays; first year prorated.
- Paid vacation starting at 10 days annually and increasing to 30 days with length of service.
- Paid sick leave earned at one day per month.
- Pretax flexible benefits for eligible medical, dependent care, and premium expenses.
- Confidential Employee Assistance Program for employees and their families.
- Retiree health reimbursement benefit funded by half the value of eligible unused sick leave at retirement.
- Bereavement and jury duty leave, plus approved professional training opportunities.

Benefits are subject to plan terms, eligibility requirements, applicable waiting periods, and agency policies.