



# Housing Authority of the City of Freeport

## Executive Office Administrator Job Description

### Summary

**Reports to: Executive Director**

**Supervises: Support Staff**

**Wage Status: Exempt**

**Salary Range: \$45,000 – 50,000 Based upon experience.**

### Organization Description

The goal of the Housing Authority of the City of Freeport (HACF) is to provide safe, decent, and affordable housing, to low-income individuals and families, elderly, and persons with disabilities. HACF owns and manages 178 conventional public housing units located within the City of Freeport, Illinois. HACF receives federal funding, technical and professional assistance through the Department of Housing and Urban Development (HUD).

### Position Summary

The Executive Office Administrator serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The appointed individual will need the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. Also, this individual will provide financial support by preparing all accounts payable transactions and reconciling payments monthly and may perform tenant payment transactions. HACF receives federal funding, so this individual will be responsible for tracking capital fund accounts and HUD grant drawdowns.

### Duties and Responsibilities

- Works closely and effectively with the Executive Director to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with hands-on approach, including drafting acknowledgement letters, personal correspondences, and other tasks that facilitate the Executive Director's ability to effectively lead the company.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Executive Director, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the Executive Director's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior leadership.
- Completes a broad variety of administrative tasks for the Executive Director including managing appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential;

arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.

- Serves as administrative liaison to the Board of Commissioners.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

#### **Accounts Payable/HR Specialist Duties and Responsibilities**

- Verify bills from suppliers with bids or purchase orders and prepare bills for payment.
- Pays vendors by monitoring discount opportunities; verifying Federal ID numbers; scheduling and preparing checks; resolving purchase order, contract, invoice or payment discrepancies and documentation; ensuring credit is received for outstanding memos.
- Keeps payment system updated to reconcile with fee accountant's monthly reports.
- Maintains internal accounting software ledgers by verifying, coding, and posting account transactions.
- Maintains records by filing documents.
- Verify vendor accounts by reconciling monthly statements and related transactions (as needed).
- Maintains absolute confidentiality of all records and information.
- Engages in on-going educational training for job performance and compliance. Formal training classes will be identified by management and paid for by the Authority.
- Manages office operations and handles contracts for office support vendors.
- Assist with utility study and post annual report optimizing energy efficiency; provide HUD reports.
- Work with insurance carriers and process annual property, liability, auto, lead and flood insurance payments.
- Process payroll and submits payroll taxes within third party vendor software.
- Assists in preparation of W2s, W3, 1099NEC, quarterly taxes to IRS and IDOR within third party vendor software.
- Develop Human Resource documents, schedule interviews, and conduct new-hire orientations.
- Process and administer the Workers' Compensation program.
- Distribute benefits enrollment materials and determine eligibility.
- Enroll employees with carriers and process life status changes. Assist employees regarding benefits claim issues and plan changes.
- Respond to retirement plan inquiries from employees relating to enrollments, plan changes and contribution amounts. Deposit pension plans.
- Assists in managing eLOCCS, Capital Fund Program, Operating Fund and ROSS Grants. Assists in submitting eLOCCS vouchers for Operating, Capital Fund, and ROSS grant draws.
- Prepare documents for annual audits as requested by auditors.
- Deposit tenants' and vendors' incoming checks.
- Prepares and submits required local, state, and federal regulatory filings.
- Submit financial report and other reports for fiscal year as required by HUD for annual reviews. Maintain financial records and reports.

#### **Procurement and Contract Management**

- Act and assists as contracting officer for procurement. Abides by HUD regulations and HACF policies regarding contract procurement.
- Implement procurement process and administrative operating procedures needed to obligate budgeted funds; procure and execute contracts, purchase orders, and intergovernmental agreements. This includes administering the formal bid process for capital fund projects.
- Maintain sufficient records to detail history of procurement practices and contracts of all actions for award justification.

- Settle all contractual and administrative issues in accordance with good administrative practices and sound business judgement. This includes all protests, disputes, and claims.
- Implement contract administration system that ensures compliance with required terms, conditions, and specifications of the contract for all contractors hired by PHA.

### **Qualifications**

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong interpersonal skills and ability to build relationships with stakeholders, including staff, board members, and external partners.
- Excellent written and verbal communication skills.
- Demonstrates proactive approaches to problem-solving with strong decision-making capability.
- Resourceful with the ability to be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Forward thinker, who actively seeks opportunities and proposes solutions.
- Demonstrates ability to achieve high performance goals and meet deadlines.
- Ability to read, interpret, and analyze HUD regulations, PHA policies and guidelines to make sound decisions.
- Must obtain a certification as a Public Housing Manager (PHM) within (12) months of employment.

### **Education and Experience**

- Minimum of 5 years of experience in supporting senior leadership preferably in a non-profit organization.
- Bachelor's degree required.
- Experience with strong management skills with knowledge of budgets, accounting, and government housing programs preferred.
- Knowledge of HUD programs and regulations preferred.
- Familiar with HUD rules on Procurement and Capital Fund preferred.
- Knowledge of General Ledger accounts, financial adjustments, and financial transactions required.
- Accuracy in data entry and general math skills, ability to analyze accounting information.
- Experience and interest in internal and external communications.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and various web platforms.
- Highly proficient in using basic office equipment such as telephone, fax, and copier.

### **Physical Demands**

- Ability to sit, stand, or walk for extended periods.
- Ability to bend, stoop, push and pull in the performance in office related duties.
- Ability to carry, handle, and move file folders, pens, and other common, light office materials.
- Ability to read housing publications and related materials.
- Ability to physically operate personal computers (Microsoft Office), copies, facsimile machines, telephones, and other common office machines and equipment.

### **Additional Requirements**

- Employees must fulfill the performance standards of this position and comply with policies, rules, and procedures of the Housing Authority, including those set out in the Employee Handbook or otherwise communicated (verbally or in writing) to employees.
- Valid driver's license or photo ID.

### **Benefits (as eligible)**

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

### **Applicant Acknowledgement**

This job description is intended to describe the general nature and work responsibilities of the position. The duties of this position are subject to change, modification, and addition as deemed necessary by the company. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments required by company officials. This job description does not constitute an employment contract between the company and any employee. The job responsibilities of this position may include cross-training in other functions to ensure satisfactory operation.

I have read the above job description, understand its contents, and have had an opportunity to discuss with the supervisor or the hiring manager. By signing below, I understand what is expected of me and can comply with all requirements of this position.

Applicants are encouraged to submit a cover letter, resume and completed application to:

**Housing Authority of the City of Freeport  
Attn: Rachel Greenwood  
1052 West Galena Avenue  
Freeport, IL 61032**

**Or**

**Fax: 815-599-8985**

**Applications must be received by May 9, 2025, to be considered.**

*The Housing Authority of the City of Freeport is an equal opportunity provider and employer.*