

JOB VACANCY ANNOUNCEMENT	
TO:	All eligible and interest parties
DATE:	August 20, 2025
JOB TITLE/STATUS/LOCATION	Director of Human Resources and Comptroller
SCHEDULE:	Monday – Friday, 8:00 am – 4:30 pm
PAY RATE:	\$90,000 - \$120,000 depending upon experience
DEADLINE TO APPLY:	Until filled

POSITION DESCRIPTION

The Director of Human Resources and Comptroller is a dual-capacity leadership role responsible for overseeing the agency's comprehensive human resource programs and financial controls. This position plays a critical role in labor relations, benefits administration, payroll, and employee compliance, while also managing key accounting functions including auditing, contract oversight, budget monitoring, and financial reporting. The role requires deep experience in both HR and finance, a high level of discretion, and the ability to manage multiple, complex responsibilities simultaneously.

POSITION SUMMARY:

Human Resources Leadership (Primary Focus)

Serve as the agency's lead on all labor relations activities including grievance investigations, disciplinary actions, contract negotiations, and union engagement.

Administer complex leave policies, ensuring compliance and accurate payroll integration.

Manage all employee benefit programs including health, welfare, and unemployment claims and compensation.

Initiate and manage claims, work with carriers ensuring that appropriate coverage is maintained.

Serves as liaison between employee and provider to resolve disputes.

Analyze, investigate, and process unemployment, disability, and workman's compensation claims. Represent the organization in appeals, claims, and workman's compensation proceedings.

Collaborates with legal counsel, union representatives, and managers to ensure compliance with laws, agreements and policies.

Oversee payroll input/output for accuracy.

Serve as the primary contact for resolving employee and dependent insurance issues with providers such as Blue Cross and AFSCME Health & Welfare.

Comptroller Responsibilities – Financial Management and Compliance

Monitor and audit housing choice voucher assistance payments to ensure contract compliance.

Performs audits and reviews of the general ledger to ensure accuracy and compliance.

Coordinate and support independent auditors during the annual financial audit process, ensuring timely access to accurate records and documentation.

Oversee tax filing and year end reporting, including the preparation and distribution of W-2s.

Serve as agency liaison for all insurance matters, including workers' compensation, liability, and vehicle coverage.

Drive insurance cost savings through policy reviews and vendor transitions.

Chair or participate in tenant grievance committees as needed.

Evaluate current and projected costs to support operational planning and decision-making.

Recommend and implement process improvements to increase operational efficiency and reduce internal control risks.

POSITION QUALIFICATIONS

Bachelor's Degree in Accounting, Finance, Human Resources, Public Administration or related field (CPA or MBA preferred).

Minimum of 7 years of progressive experience in both human resources and finance, preferably in the public housing or non-profit sector.

Extensive knowledge of labor law, business law, union contract administration, and employee benefits.

Strong understanding of governmental accounting and auditing principles and procedures.

Proven ability to manage confidential and complex matters with professionalism and integrity.

Excellent communication and organizational skills.

Experience working with external auditors, insurers, and benefit administrators, attorneys, consultants, and labor leaders.

PREFERRED CERTIFICATIONS

CPA, MBA, SPHR, SHRM-SCP, or similar credentials are highly desirable.