

JOB DESCRIPTION

Position Title:	Accountant		
Reports to:	Administrative Operations Director	Starting Rate:	\$50,000 - \$65,000
Department:	Administration	Closing Date:	Open until filled

General Statement of Duties:

The Accountant performs routine to complex professional accounting work for the housing authority involving preparation and maintenance of financial records and reports, as well as supervision of one accounting staff. This position requires a hands-on team player who will become an integral part of the organization.

Essential Job Functions (Illustrative Only):

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.

1. Maintain the general and subsidiary ledgers, revenue distribution, depreciation, payroll, and operating expenses.
2. Manage the daily accounting operations including accounts payable and accounts receivable.
3. Perform day-to-day accounting, reconciliations and general ledger entries including tenant and grant accounting.
4. Develop monthly and quarterly accounting reports for the management and executive teams.
5. Perform timely and accurate month-end, quarter-end, and year-end closing including preparation of journal entries.
6. Responsible for the cash management activities.
7. Ensures that financial reporting documents for the Authority are completed in a timely manner.
8. Supervise and train subordinate Accounting Department staff.

9. Engage with external CPA firm and provide necessary financial information for accurate fiscal year reporting.
10. Performs other duties as assigned.

Required Knowledge and Abilities:

1. Bachelor's degree in accounting with 3-5 years of professional accounting experience and 1-2 years of lead or supervisory experience.
2. Thorough knowledge of General Accepted Accounting Principles (GAAP) and practices.
3. Considerable knowledge of government accounting, auditing, and financial reporting.
4. Experience in financial statement preparation & analysis.
5. Ability to effectively present financial information to senior management.
6. Advanced excel skills.
7. Ability to communicate effectively both orally and in writing.
8. Very high attention to detail and the ability to review processes, make improvements and create needed structure.
9. Ability to maintain effective working relationships with employees, the public and other private and public sector organizations.
10. High degree of discretion, trustworthiness, reliability, and dependability.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects. Work requires reaching, fingering, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, operation of machines,

operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

The worker is not subject to adverse environmental conditions.

Special Requirements:

1. Valid driver's license required and must maintain eligibility for coverage under the Authority's automobile insurance.
2. Must pass a drug screen.
3. Must provide a criminal background record.
4. Must sign a confidentiality statement.