

ST. PETERSBURG HOUSING AUTHORITY

JOB DESCRIPTION

Position:	Accountant	Department:	Administration
Salary Range:	\$42,500 - \$62,500	Classification:	Full-Time Exempt
Reports to:	Finance Officer	Date:	7/1/2018

Position Summary:

Establish, maintain, and audit fiscal records in accordance with professional accounting principles and practices and HUD requirements. Research and conduct analysis, account reconciliations and cash management services. Maintains accounting controls and records of funds received and disbursed; perform compliance testing and facilitate external and internal audit preparations, and prepare fiscal statements, budgets, annual Financial Data Schedule (FDS) and reports that assist agency leadership in making fiscal decisions and monitoring organizational results. Work responsibilities are performed with the highest degree of integrity, professionalism and honesty to service the Authority and public with dedication, concern, courtesy and responsiveness.

The statements contained below reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required along with the scope of responsibility. This should not be considered an all-inclusive listing of work requirements. Individuals may perform other related duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise balance the workload.

Essential Job Functions

- Maintain fiscal records, generate payments, prepare period/special reports, operating statements, etc. and review records, reports, and statements.
- Prepare scheduled and special financial statements and reports.
- Conduct year-end closing of the books, prepare financial statements and generate required reports.
- Gather internal and external data to create program budgets.
- Comply with the accounting requirements of HUD and other funding sources; adhere to all applicable state and federal laws and regulations generally accepted accounting principles and internal agency policy and procedures.
- Conduct internal audits as assigned, and provide assistance to facilitate external audits.
- Prepare and enter FDS information.
- Review accounts payable transactions for compliance and accuracy.
- Administer drawdowns and perform reconciliations for Capital Funds Program.
- Post general ledger and journal entries.
- Perform regular analysis/reconciliation on GL accounts.
- Conduct monthly account variance analysis and bank reconciliations.
- Record payroll transactions in general ledger
- Prepare bank transfers for review and approval for interfund settlements, payroll, etc.
- Perform Cash Management duties including bank transfers, ensuring adequate cash balances and liaison with bank and agency.

- Collect data and prepare reports for HUD and other regulatory entities. Alert management of unusual items and issues
- Maintain department files, records and documentation.
- Perform other related duties as assigned.

Required Knowledge, Skills, Abilities and Expectations

Knowledge of:

- general accepted accounting principles, practices and methods.
- governmental accounting principles and procedures
- automated accounting systems
- budgeting and resource allocation
- program regulations, requirement and performance standards of HUD and other applicable organizations

Skills in:

- principles and preparation of budget preparation
- utilizing at the intermediate or higher, MS Word and Excel and the internet and other IT programs
- daily analysis and mathematical calculations
- judgment and decision making
- oral and written communication

Ability to:

- identify and rectify problems in areas of assigned responsibility.
- establish priorities and meet deadlines
- communicate technical ideas clearly and effectively both orally and in writing
- analyze and audit accounting, fiscal, payroll reports
- generate records, receipts and reports efficiently using a computer and calculator s well as manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements
- prepare clear concise reports and make appropriate recommendations
- understand and interpret housing authority and HUD regulations and procedures, and take appropriate action based on regulations and procedures
- establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD and other government officials
- sit at a desk / conference table to enter information on a computer for extended periods
- operate a motor vehicle

Minimum Qualifications & Requirements:

- Bachelor's degree in Accounting or related field.
- Three years or more experience in the accounting field that include auditing, general ledger, accounts payable, accounts receivable or an equivalent combination of education and experience. Public housing experience preferred.
- Computer proficiency in Windows operating system and Ms Office software including Word and Excel. Able to operate internet applications and email, as well as external vendors' and proprietary software programs.
- Possession of a valid Florida Driver's License.

Approved:

I confirm having received a copy of the Senior Accountant's job description.

Name

Date