



PEORIA HOUSING AUTHORITY JOB DESCRIPTION

JOB TITLE: SENIOR ACCOUNTANT
REPORTS TO: CHIEF FINANCIAL OFFICER
DEPARTMENT: FINANCE
FLSA STATUS: EXEMPT - SALARIED

JOB SUMMARY

Performs major accounting tasks within the Finance Department to include maintenance of the computerized general and subsidiary ledgers, preparation of monthly, annual financial reports and monitoring all incoming proceeds.

MAJOR JOB RESPONSIBILITIES

- Maintain the general ledger and subsidiary ledgers, investment register, insurance register, and accounting records including the preparation of journal vouchers for adjusting and correcting accounting records, balancing accounts, and reconciling bank statements for all Assist in the preparation of monthly, annual financial reports for Director's review and approval.
- Close Accounts Payable module, Tenant Accounting module, Section 8 module, Inventory module, Payroll module in to general ledger. Runs the trial balances for board packet financial statements. Responsible for running the monthly general ledgers.
- Review tenant accounts receivable/security deposit general ledger accounts, and verify monthly TAR report.
- Coordinate special work projects assigned by Supervisor, such as, but not limited to, analyzing of accounts before preparation of financial statements; preparation of a variety of HUD reports, to include VMS; storing and disposition of aging records using HUD guidelines.
- Liaison between the PHA and software providers and coordinates all internal and external IT functions.
- Perform audit assignments including checking accuracy of entries, examining routine accounting documents such as payrolls, purchase orders, cash receipts, and accounts payable.
- Assist in preparing budgets for entire entity.
- Monitor operating budgets for assigned properties.
- Assists in preparation of monthly and annual Financial Statements for Board of Commissioners monthly meetings.
- Prepare bank reconciliations as assigned and review reconciliation of other staff members.
- Oversee annual inventory counts and reconciliation.
- Serve as a contact for annual audit.
- Prepare correspondence as directed and performs other duties as assigned.
- Review all invoices and pay-outs for accuracy.
- Prepare various HUD financial reports on a quarterly, semi-annual or annual basis as required.
- Supervise one or more employees in the finance department.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience

Bachelors Degree in Accounting. 6-8 years of accounting experience – preferred.

Knowledge, Skills and Abilities

- Knowledge of HUD, CIAP and CGP Procurement guidelines and, knowledgeable of contract procurement and contract management under HUD regulations.
- Familiar with Fair Labor Standards Act.
- Must be knowledgeable of modern accounting techniques, methods, and principles.
- Ability to compute mathematical figures with accuracy.
- Ability to maintain strict confidentiality on sensitive or restricted matters.
- Ability to maintain complex and confidential files.
- Ability to type and operate a personal computer for accounting purposes.

MATERIALS AND EQUIPMENT USED

Computer Calculator Typewriter General Office Equipment

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment with some exposure to outdoor temperatures, dirt and dust. These environmental characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

EMPLOYMENT EXPECTATIONS

Every employee shall know and agree to adhere to the Peoria Housing Authority's Core Values (See attached sheet). It will be the responsibility of the employee to practice these basic principles of service both inside and outside the agency. Each employee will be held responsible for conducting their behavior in accordance with these values. An employee violating any of these values will be subject to appropriate disciplinary action, up to and including termination depending upon severity of the violation.