



GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

JOB DESCRIPTION

STAFF ACCOUNTANT

SUPERVISION RECEIVED:

The Staff Accountant shall work under the direct supervision of the Executive Director.

POSITION CLASSIFICATION:

Exempt.

POSITION SUMMARY:

Under the direction of the contracted Fee Accountant, serves as staff accountant, manage complex accounting funds, perform a variety of professional level accounting duties in the preparation, maintenance and control of funds, including allocation of income and expense, expense and appropriation transfers, analysis of special programs and accounts and the development of financial statements and reports; maintain related records and prepare periodic reports; prepare financial statements according to GAAP and other necessary financial reporting to be submitted to third parties, and prepare a variety of local, County, State and HUD financial reports and projections.

The statements contained herein 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. A given incumbent may perform any/all of the following duties.

POSITION RESPONSIBILITIES:

1. Perform a variety of complex professional-level accounting duties in a lead position. Responsible for the preparation, maintenance and control of funds, including allocation of income and expense, expense and appropriation transfers, analysis of special programs and accounts and assists with the development of HUD and GAAP (Generally Accepted Accounting Principles) based financial statements and reports.
2. Manage and oversee the processing of monthly and weekly subsidy payments, ensuring that landlords and tenants receive their housing assistance payments and utility allowances in a timely manner.
3. Coordinate and administer workers compensation, unemployment, employee benefits (health, dental, S-T, L-T, and Life) including brokerage, retirement plan, disaster recovery plan, Enterprise Income Verification and PIC/IMS.
4. Coordinate with auditors on the annual GHA audit.
5. Respond to audit, limited partner, bank, trust company, and other external inquiries; provide a variety of information and assistance regarding budget balances, accounting transactions and related information; provide technical expertise and direction to resolve complex accounting issues and questions; coordinate activities with other departments.

6. Analyze records and documentation of transactions and monitor program expenditures for assigned funds and accounts to assure expenditures and income are approved and allocated to proper accounts; perform expenditure analysis to assure financial compliance with budget authorization and limitations; utilize computerized accounting system to review purchase requests.
7. Review and analyze financial and program data and documents to assure accuracy, completeness and compliance with GHA policies and procedures, applicable HUD rules, and other governmental, and non-governmental regulations.
8. Reconcile and balance assigned accounts and financial statements; monitor financial transactions for accuracy and timely processing; maintain journals and ledgers for assigned funds.
9. Communicate with SHA personnel, vendors, limited partners, department directors and other program personnel to resolve problems, correct errors, obtain authorizations and exchange information.
10. Prepare a variety of local, County, State and HUD financial reports and contracts; gather, compile, post, balance and summarize accounting data; develop and analyze data for presentation in SHA financial reports; prepare financial reports, summaries, and other materials for the Board of Commissioners and Executive Director as requested.
11. Compile, consolidate and analyze financial and program data and reports; prepare and maintain mandated statistical reports and projections as requested or required; prepare and maintain detailed and comprehensive records related to assigned accounts.
12. Oversee all deposits for GHA through the on-site deposit.
13. Ensure that the GHA procurement policies are followed for non-CFP purchases.
14. Assist with the preparation and administration of all annual budgets as well as other reports and statistical information.
15. Be the administrator for Florida Papers (CDBG grant).
16. Conduct research and prepare special studies as requested or required; answer questions and provide information and assistance regarding a variety of accounting, budgeting and funding regulations, requirements and issues; analyze financial accounting data and make recommendations; assist budget personnel with the development, establishment and monitoring of the fund budgets.
17. Review financial record-keeping procedures and methods; maintain and improve internal control and operating procedures; implement new procedures and techniques and assure efficiency and compliance with generally accepted accounting principles and policies and applicable government regulations.
18. Oversee and coordinate the network-based, automated Section 8 HAP payment and reporting systems.
19. Initiate the Section 8 portability invoice process; make invoice adjustments based on additional payments made through weekly check runs; facilitate reconciliation of portability invoices to and from housing authorities nationwide.
20. Assist with month-end and year-end closings.
21. Obtain and appropriately handle and execute all contracts and store properly.
22. Ensure compliance with internal control, reporting, and financial management requirements of federal grants and contracts and subsidies.
23. Perform bond compliance audit and prepare and file necessary reports to meet the bond regulatory requirements.
24. Facilitate the year-end Section 8 1099 processing and reconciliation; electronically transmit 1099 data to IRS; process necessary revisions.
25. Perform and assume other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Strong organizational skills and must be detailed oriented.
- Strong commitment to the professional development of staff.

- Knowledge of the enhancement of administrative efficiencies through appropriate application of communication information technologies.
- Leadership skills to develop, implement, and sustain a productive organization.
- Ability to apply considerable levels of concentration constantly throughout the day.
- Ability to perform effectively with constant interruption and while continuing to meet deadlines.
- Ability to effectively communicate verbally, individually and in groups with internal contacts, property owners, and other organizations or officials as appropriate.
- Ability to negotiate and resolve conflict.
- Ability to be discreet and handle confidential information.
- Ability to effectively write letters, reports, procedures, maintain documentation and complete required forms.
- Ability to manipulate necessary office equipment, computers, and peripherals.
- Ability to work nights, weekends or non-regular hours.
- Proficiency in the operation of a personal computer, including word processing, spreadsheet, data base and presentation applications as well as ability to search the Internet.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in Accounting, Business Administration required; however, four additional years of directly relevant experience may be considered in lieu of the required degree.
- Five years increasingly responsible professional experience in leading the preparation and maintenance of financial and statistical records.
- This position is a safety sensitive position and as such requires pre-employment drug screening and a police background check.
- A valid Florida Driver's license is required and must be maintained throughout period of employment.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- ETHICS – Treats people with respect; keeps commitments; inspires the trust of others, works with integrity and ethically; upholds organizational values.
- PROBLEM SOLVING – Works well in group problem solving situations; uses reason even when dealing with emotional topics.
- CUSTOMER SERVICE – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to request for service and assistance; meets commitments.
- INTERPERSONAL SKILLS – Focuses on solving conflict, not blame; maintains confidentiality;

listens to others without interrupting; keeps emotions under control; remain open to others' ideas and tries new things.

- ORAL COMMUNICATION – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions, demonstrates group presentation skills; participates in meetings.
- WRITTEN COMMUNICATION – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- TEAM WORK – Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interest; supports everyone's efforts to succeed.
- ORGANIZATIONAL SUPPORT – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- JUDGEMENT – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- PROFESSIONALISM – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- ADAPTABILITY – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- ATTENDANCE/PUNCTUALITY – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- DEPENDABILITY – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- INITIATIVE – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offer help when needed.

This position in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

Employee's Signature

Date

Supervisor's Signature

Date

