

WACO HOUSING AUTHORITY & AFFILIATES

POSITION DESCRIPTION

TITLE: Accountant

EXEMPT

SUPERVISOR: Vice President of Financial Services

Duties and Responsibilities

Responsible for maintaining the Housing Authority's financial records and accounts, auditing checks, disbursements, preparing postings and the preparation of financial statements. Performs a variety of routine accounting functions such as calculating account balances, balancing accounts and reviewing aged trial balances for resident receivables, and posting to the general ledger. The employee may perform some or all of the specific duties listed below.

Audits payment documents for completeness, accuracy and compliance with terms of contracts, purchase orders or agreement and department rules.

Reviews reconciled all bank account statements to the general ledger, and records any adjustments.

Analyzes accounts payable to verify the ledger account balances and to ensure that the detail payable accounts are in agreement with the general ledger control accounts.

Reviews and makes required adjustments to computerized edit runs.

Identifies discrepancies in spending of the various programs and conducts research to correct errors.

Records all journal entries for Authority grants and programs.

Records all journal entries for non-profits, Waco Housing Opportunities Corporation, Waco Public Facility Corporation Rising Images. Responsible for ensuring the balance sheets for grants/programs are in balance.

Responsible for the balancing inter- fund accounts.

Answers inquiries from vendors, department staff, residents and contractors on accounting matters.

Assists in budget preparation for Low Rent, Section 8, and non-profits.

Acts as backup for Payroll.

Types correspondence to HUD as needed.

Responsible for tracking fixed assets.

Retrieves and enters financial data into computer system.

Assists with the operating subsidy calculation.

Creates Excel worksheets for special projects or reports.

Runs trial disbursements for all Accounts Payable batches to identify and corrects erroneous entries or system problems.

Performs other duties as assigned.

Qualifications and Knowledge

Bachelor's degree in Finance or Accounting with a minimum of two years experience. Five years of progressive experience in accounting or finance, and relevant accounting college courses may be substituted for a college degree.

Knowledge of automated systems and related matters.

Knowledge of HUD regulations and Authority policies, procedures, and practices.

Considerable knowledge of generally accepted accounting principles, practices and techniques, basic bookkeeping principles, record keeping procedures, computerized spreadsheets and specific departmental procedures.

Good knowledge of general office procedures and practices, business English and arithmetic.

Skill in operating computer equipment and general office machines.

Ability to communicate clearly and concisely orally and in writing.

Ability to establish and maintain effective and courteous relationships with other employees, vendors and other business contacts.

Bondability.

Valid Texas driver's license.

Eligibility for coverage under PHA fleet auto insurance.

Supervision Received & Given

The employee receives instructions from the Vice President of Financial Services. Courses of action, deadlines, and priorities are established by procedure, the supervisor, or the employee, depending on the assignment. The employee without supervisory direction initiates routine duties. Instructions to the employee may be general or specific in nature. Problems or situations not covered by instructions are usually referred to the supervisor for resolution. The employee's work is reviewed periodically for accuracy, completion, and compliance with policies and procedures.

The employee has no supervisory responsibilities.

Guidelines

The employee refers to Authority and HUD guidelines and to computer accounting applications manuals in performing work. These guidelines cover most job-related situations although the employee occasionally is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the supervisor or makes a decision based on the circumstances.

Complexity

The employee performs a wide variety of routine and generally related tasks. The course of action is determined by established procedure, the supervisor, or the employee. Tasks always have to be coordinated, integrated, and/or prioritized. Some computer applications may be difficult to accomplish and require resourcefulness and extra effort by the employee. The employee may make decisions regarding unusual circumstances on occasion.

Scope and Effect

The employee's work affects Authority employees and residents. Successful accomplishment of tasks by the employee ensures that management is provided accurate and timely financial and other information to make informed decisions.

Personal Contacts

Most of the employee's contacts are with residents, Authority Personnel, vendors, and outside auditors. Contacts are made: (1) to give, obtain, or clarify information regarding rental accounts and resolve problems; and (2) to provide assistance to other Authority personnel.

Physical Demands

Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eyestrain from working with computers and other office equipment.

Work Environment

Work involves the normal risks and discomforts associated with an office environment, but is usually in an area that is adequately cooled, heated, lighted, and ventilated.