

BELLINGHAM/WHATCOM COUNTY HOUSING AUTHORITY

JOB DESCRIPTION

JOB TITLE: Accountant **HOURLY, NON-EXEMPT
REPRESENTED**
DEPARTMENT: Accounting
REPORTS TO: Accounting Manager

POSITION OVERVIEW:

Performs daily accounting operations to assure the accurate and timely preparation of financial statements, tax returns, and budgets. This includes providing accounting information, supporting resource control and involvement in the management decision-making process. The position may perform lead functions and coordinates the routine daily work of the Accounting Technicians including responding to their questions.

Operates within a complex accounting environment; requiring the position to manage multiple processes and projects. Develops and uses standard accounting practices and procedures. Work with established practices and advises other staff when needed. May be instrumental in implementing new systems and updated accounting processes. Works with staff in other departments to ensure their understanding of the accounting system as it pertains to them. This position requires the incumbent to be proactive, creative and look for ways to develop efficiencies in the department, particularly in regards to accounting functions. Responsible for developing own work methods. Take initiative to complete all assigned tasks. Work with the CFO and Accounting Manager as requested to ensure the timely completion of accounting, budgetary and other department tasks.

ESSENTIAL JOB FUNCTIONS:

1. Administer budgetary and financial oversight for multi-family projects.
 - Coordinate with the property owners' management and board of directors to determine the best for the projects and facilitate HUD requirements
 - Assist and coordinate with the Certified Public Accountant the audit requirements for the projects
 - Assure proper handling of receipts and distribution of funds
 - Review and reconcile the tenant records .and vouchers via HUD required TRACS application.
 - Prepare HUD and USDA required budget and actuals
 - Prepare and submit HUD required REAC statements in a timely manner.

2. Administer Contract Renewals
 - Coordinate with HUD and USDA the necessary documentation to achieve the execution and renewal of funding contracts for 202 & RD projects.
3. Grant Writing
 - May prepare special grants to provide funding for project rehab or administrative funding.
 - Service coordinator grants.
4. Administer Service Coordinator Grants
 - Develop contracts with Northwest Regional Council and Seattle HUD to facilitate services to projects
 - Assure the source of funds and control the use of funds in order to stay within the confines of the grant
 - Report to HUD on the performance of the grant services to the tenants at the projects
5. Administer Capital Grant Funds
 - Coordinate with the Operations department to review and monitor the capital grant fund payment, budgeting and utilization schedules...
 - Report to management the financial progress of each grant to facilitate timely obligation and expenditure of funds
 - Monitor and maintain the construction contracts. Review payments
6. Responsible for various electronic media submissions
 - TRACS
 - REAC
7. Unclaimed Property
 - Report to the State Department of Revenue annually all property not claimed for all the funds
 - Maintain an historical record of each check.
8. Lead Work

Assist and respond to management accounting matters. This may include the REAC submission, general ledger, account balances and reporting.
9. Assist the accounting technicians' with routine concerns regarding accounting system and reconciliation problems in areas such as Tenant Accounts Receivable, Accounts Payable, Payroll and Development accounts
10. Maintains the general ledger system in accordance with GAAP, including timely and accurate maintenance of the following areas:
 - Loans and bonds
 - Posting of journal vouchers as prepared by other staff.
 - General ledger balancing
 - Closing program accounts on a monthly basis.
 - Monitoring financial statements and reports provided by the Management Company; to audit determination of appropriate management fees.

- Respond to auditors during fiscal audits and reviews
 - Reconcile GL Accounts
11. Prepares and distributes monthly, quarterly and annual financial statements and reports in accordance with GAAP/HUD and other appropriate government agency requirements for assigned programs.
 12. Monitors and records allocation expenses (overhead, insurance, reimbursable and audit costs) through the calculation of allocation expenses or modification of allocation percentages. Makes appropriate journal voucher adjustments and prepares requests for reimbursements
 13. Assist the Accounting Technician in creating and maintaining accurate depreciation schedules.
 14. Assists in the preparation of the annual budget process. Analyzes, researches, generates, and distributes budget information to assist in the preparation of the annual budget.
 15. May assist in the monitoring of “sources and uses” for new property developments including reconciling financing sources pending, received, and outstanding. Also may review expenditures against established proforma budgets and for application towards designated sources.

OTHER JOB FUNCTIONS:

16. Performs other accounting-related duties as assigned.

WORKING CONDITIONS AND EQUIPMENT USED:

This position functions primarily in an office environment. Incumbents must be able to effectively utilize computers and related software, computer printers, adding machine, photocopier, telephone system, fax and bar code equipment.

QUALIFICATIONS:

Knowledge, Skills, and Abilities

1. Ability to establish and maintain effective working relationships with staff, auditors, banks, potential investors, lawyers, government agency employees, Management Company, etc.

2. Ability to interpret and comply with established local, state, and federal accounting procedures, laws, and systems.
3. Ability to organize and establish priorities for work and effectively implement the priorities and instructions of the Finance Director.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to arrive at work on scheduled days and in a timely manner.

Education and Experience

Bachelor of Arts degree in Accounting or Business Administration with a major in accounting required.

Experience in governmental accounting (GAAP, HUD and FMHA) preferred and working with data processing systems is desirable. One year of experience working with computers required.

Licenses or Certificates

A valid Washington State Motor Vehicle Operator's License at the time of hire and an acceptable driving record (according to BHA standards).

OTHER REQUIREMENTS:

Physical

This position requires the incumbent to be able to effectively move about the office environment. May require lifting up to 40 pounds.

Mental

The incumbent must be capable of working closely and cooperatively with other people, both within and outside the organization. The incumbent must be capable of strategic financial planning and analysis. Accurate and timely completion of a wide range of tasks is essential.

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 to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.