

# AUGUSTA HOUSING AUTHORITY

## Position Description

**Classification:** Accountant  
**Supervisor:** Director of Finance  
**Salary Grade:** 8  
**Pay Class:** Salary Exempt  
**Effective Date:** April 2020

### Position Summary

Under guidance from the Director of Finance, an Accountant performs responsible work in the area of general accounting. Work involves the application of accounting principles and practices to the maintenance of accounting and fiscal records, performance of confidential duties assisting the Director of Finance in the areas of budget, procurement, management information systems, and other administrative functions as assigned. The incumbent is responsible for performing professional accounting duties which require working with clearly established accounting systems and procedures. Performance of the duties requires thorough knowledge of accounting methods and independent judgment.

### Major Duties and Responsibilities

The statements contained here 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. Individual 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 work load.

1. Posts and/or reviews cash receipts journals for all ledgers.
2. Prepares and oversees the reconciliation of assigned bank statements to the respective month-end general ledger cash balance.
3. Reviews year-end payroll tax forms summarizing W-2 information; works with ADP if discrepancies occur. Transmits 1099 annual tax statement to all vendors and to IRS.
4. Performs internal audits on tenant files, payroll, and accounts payable.
5. Responsible for maintaining Housing Assistance funds upon receipt from Department of Housing and Urban Development and having funds available to make HAPP payments. Analyzes HAPP Receipt Account monthly and allocates interest income to each program as appropriate.
6. Reviews actual funds usage of Housing Assistance Program payments and prepares summary report for review by Director of Finance monthly. Analyzes Administrative fee balances quarterly.
7. Reports all Housing Choice Voucher activity to HUD's Voucher Management System. Reconciles to General Ledger and Occupancy Reports in preparation for HUD/Auditor reviews.

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8. Assists the Director of Finance with entry of Line of Credit Control System (LOCCS) requisitions and records general ledger distribution of funds received.
9. Prepares all journal vouchers pertaining to Authority day-to-day operations such as insurance and maintenance contract amortization, energy contracts, interest income from investments, and others assigned. Performs Elite module interface to general ledger.
10. Closes all ledgers. Runs computer printed balance sheets and income statements on all ledgers for review by the Director of Finance prior to closing. After review, runs statements as needed for assimilation to other departments.
11. Prepares Board Reports monthly, which includes a summary analysis of major variances and any discrepancies.
12. Reconciles interfund balances on all ledgers monthly, and prepares transfers of funds. Reconciles Low Rent Program security deposits monthly.
13. Tags and performs inventory on equipment as required. Reconciles fixed assets depreciation schedule by development to corresponding general ledger. Posts new equipment (dwelling & other) information (serial numbers, check number, vendor name, etc.) to depreciation schedules.
14. Prepares the budget for the Low-Rent Program statement of revenues and expenses annually for the Augusta Housing Authority Directors and Board of Commissioners.
15. Performs year-end closing of all ledgers and necessary reports for review and approval by the Director of Finance. Prepares analyses of various balance sheet accounts as needed. Inputs Financial Data Schedule data from year end general ledger.
16. Reviews utilities consumption data from utility bills for use in PHA Operating Fund subsidy calculations. Prepares utilities subsidy form HUD-52722 based on utility consumption and rate data maintained from statement received.
17. Compares PIH Information Center (PIC) data with AHA LIPH occupancy data on the first and/or last day of each month.
18. Reconciles maintenance inventory and prepares journal entries monthly; performs random check of inventory counts performed by warehouse manager - reconcile differences.
19. Prints financial statements for all funds monthly; reviews, analyzes and provides summary description of significant variances between budget and actual activity as well as variances in common trends.
20. Performs related tasks as required.
21. Completes relevant continuing education to maintain and improve job skills and related licenses and certifications.

### **Required Knowledge and Abilities**

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
2. Knowledge of the purposes, policies, and regulations of the Housing Authority as established by the Board of Commissioners or as set forth by HUD regulations.
3. Knowledge of the programs, budgetary needs, and organizational structure of the Housing Authority.

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4. Knowledge of the principles, methods, and practices of accounting.
5. Knowledge of report preparation techniques and procedures, a demonstrated ability to prepare and evaluate professional, technical reports, and other documents.
6. Knowledge of modern office equipment including copiers, personal computers, calculators, facsimile machines, etc.
7. Knowledge of computer software including but not limited to other accounting related programs.
8. Ability to understand or apply laws, regulations and policies to the maintenance of financial records.
9. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Housing Authority.
10. Ability to orient other workers and to train new employees in the use of the Authority's policy and procedures.
11. Ability to present ideas and information in a clear and concise manner, both orally and in writing.
12. Ability to work in less than ideal office conditions, e.g., noise, high traffic areas, etc.

**Physical Requirements**

Must be physically able to operate a variety of automated office machines including computers, copiers, printers, facsimile machines, telephones, etc. Must be able to work, move, or carry objects or materials such as files, computer printouts, reports, calculators, pencils, legal pads, etc. Must be able to lift twenty (20) to twenty-five (25) pounds. Must be able to bend and stoop as required.

**Minimum Education, Training, and/or Experience**

Graduation from an accredited four-year college or university with major course work in accounting or management information systems with at least three (3) years experience in general accounting and some experience in computer software troubleshooting; or any equivalent combination of education, training, and experience which provides the required knowledge and abilities. Previous public housing experience is desirable. Must be able to lift twenty (20) to twenty-five (25) pounds. Must be able to bend and stoop as required.

**Special Requirements**

1. Possession of a valid driver's license.
2. Must be bondable.

By signing this job description, I have read and understand the responsibilities listed. Failure to perform the duties as described could result in disciplinary actions that include but are not limited to termination of employment.

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Signature

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Date

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