



BESSEMER HOUSING AUTHORITY

Position Description – Accountant (November 28, 2022 – December 12, 2022)

Position Title: Accountant	FLSA Status: Exempt
Reports To: Accounting Manager	Department/Level: Central Office Cost Center
Salary Grade: 19	Last Updated: July 1, 2019

POSITION OVERVIEW

This is moderately responsible accounting work related to the Authority's accounting and financial reporting function. The incumbent is responsible for supporting the Accounting Manager in activities related to accounting and financial reporting for the Asset Management Projects (AMPs), Rental Assistance Demonstration (RAD) Properties, and the Central Office Cost Center (COCC). Reporting to the Accounting Manager, this position may be responsible for the maintenance and reporting of the Accounts Receivable function. Work assignments are received in the form of specific objectives and performance expectations with minimal direction in day-to-day operations. Duties may be assigned to multiple employees and divided based upon the requirements for separation of duties.

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. 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. The functions listed are also examples of duties that may be required and in no way imply a contractual agreement between the employer and employee or affect the at-will relationship between the parties.

1. Responsible for the management of accounting records pertaining to each Asset Management Property (AMP), Rental Assistance Demonstration (RAD) Property, Section 8, and the Central Office Cost Center (COCC).
2. Maintains vendor log and ensures any required forms or certifications are properly filed.
3. Posts Rent Charges for AMPs, RAD and Section 8 Properties on a Monthly Basis.

4. Processes Utility Payments for AMPs, RAD, and Section 8 Properties on a Monthly Basis.
5. Coordinates with Leasing and Property Management to process and post Security Deposit Receipts and Payments for Resident Move-ins, Move-outs, and Transfers.
6. Reviews tenant accounts for timely payment and posting of late fees to applicable accounts.
7. Reviews general ledger detail for posting accuracy and performs re-classifications if applicable.
8. Prepares monthly closing journal entries for month-end and year-end closings.
9. Compiles daily supporting management schedules to support financial expenses for inclusion in monthly Property Management Reports, distributed monthly.
10. Reviews electronic banking transaction reports for accuracy and timeliness of transaction postings.
11. Maintains Capital Fund Project (CFP) file, to ensure funds that have been expended during the month, has adequate documentation to support reimbursement requests by HUD.
12. Prepares financial information for inclusion in monthly Board Reports, to be presented to the Housing Authority's Board of Commissioners, monthly.
13. Attends professional meetings and training sessions to ensure proficiency in the housing, accounting, and bookkeeping fields, as requested.

REQUIRED KNOWLEDGE AND ABILITIES

1. Knowledge of the structure, operations, policies, and procedures of a Public Housing Agency.
2. Knowledge of the vision, mission, and purposes of the Authority as established by the Board of Commissioners and the Executive Director.
3. Knowledge of Generally Accepted Accounting Principles, directives from the Government Accounting Standards Board, HUD accounting requirements, and specific grant accounting requirements (including requirements for obligations and expenditures).
4. Knowledge of the Authority's programs, budgets, income sources, and reserve accounts.
5. Knowledge of requirements under the CFP and other capital improvements funding sources, including planning, obligations, expenditures, and reporting.
6. Ability to organize work and ensure the timely collection of receivables as well as the timely processing of receivables.

7. Ability to understand budgets for each program and understand the internal charge system for project-based accounting.
8. Ability to present ideas and information in a clear and concise manner, both orally and in writing.
9. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, professionals, residents, HUD, and local, state, and federal officials. Ability to communicate with people from a broad range of socio-economic backgrounds.

PERFORMANCE STANDARDS

Performance standards are provided to help facilitate the periodic evaluation of the degree to which the employee meets the requirements of the job. The performance standards below represent examples and are in no way all-inclusive. The Authority reserves the right to add or change performance standards through a modification of the position description, a supplemental performance evaluation tool, or written or verbal communication between the employee and their supervisor or the PHA Executive Director. Achieving the performance standards in no way guarantees a change in compensation and does not supersede or affect the at-will relationship between the employer and employee. Examples of performance standards for this position include, but are not limited to, the following:

1. Ensures that accounts receivables are processed in accordance with policy and in a timely manner.
2. Accurately posts receivables to the proper budget and account and ensures the prompt payment of invoices.
3. Ensures that housing assistance payments are correctly calculated and paid. Ensures that annual reporting to owners is completed by the dates established by the Internal Revenue Service.
4. Maintains periodic reporting and documentation.

MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE

This position requires graduation from an accredited four-year college with a degree in accounting, bookkeeping, business administration or related field; a minimum of three years' experience in accounts receivable, payroll and accounts payable functions; or any equivalent combination of education, training, and experience that provides the required knowledge and abilities.

PHYSICAL REQUIREMENTS

This position is required to work in an office setting that is generally accessible to the mobility and sensory impaired. The incumbent must have the ability to utilize standard office equipment and access files and documents. The incumbent must have the ability to lift up to 20 pounds. Must be able to work while seated for extended periods of time.

SPECIAL REQUIREMENTS

1. Ability to be covered under the Authority's liability policy.
2. Must be bondable.