

Human Resources Department
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OPEN RECRUITMENT
Job Announcement
November 16, 2016

Position Title: Accountant
Supervisor: Financial Manager
Classification: Exempt
Closing Date: Open until Filled
Salary: \$43,618 annual

11162016-EXE-023
To apply for this position,
[click here:](#)

SUMMARY:

Under the direction of the Financial Manager, Accountants at FWHS will perform the following functions as it relates to accounting responsibilities; property management, grants management/fixed assets, general ledger and capital fund and payroll. While the accountant may perform some or all of the accounting functions, each accountant will primarily be responsible for one of the aforementioned accounting functions. The Accountants perform a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying and reconciling financial transactions, statements, records and reports. The accountants maintain the accuracy of the general ledger, audits and assist with budget creation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

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1. Reconciles bank statements to the general ledger monthly.
2. Reconcile assigned accounts to general ledger.
3. Prepare journal entries for assigned accounts.
4. Assist in audits.
5. Prepare financial schedules as needed.
6. Assist in month end closing.
7. Assist in year-end closing.
8. Prepare budgets.
9. Perform other related duties as assigned and/or required.

PROPERTY MANAGEMENT/BUDGET MANAGEMENT ACCOUNTANT DUTIES AND RESPONSIBILITIES:

1. General Fund Bank reconciliation monthly
2. Annual Subsidy calculation.
3. Record cash transactions in BankBook weekly
4. Prepare monthly billing invoices in A/R module



5. Intercompany accounts reconciliation monthly
6. Reconcile various general ledger accounts monthly
7. Annual budget preparation for COCC
8. Book Property Management Company financial activity for assigned properties monthly
9. Communicate with Quadco on the monthly transactions and resolve issues
10. Backup for account payable check run review as needed

GRANTS MANAGEMENT/FIXED ASSETS ACCOUNTANT DUTIES AND RESPONSIBILITIES:

1. Access bank accounts daily to monitor cash flow.
2. Monitor Positive Pay Exception Notifications daily, take corrective action if needed.
3. Requisitions HUD funds in the Line of Credit Control System (LOCCS) monthly
4. Reconcile Fixed Asset Schedule to the GL and maintain agency's inventory for audit purposes.
5. Analyze and monitor ROSS grants, Service Coordinator and other grants
6. Maintain, update and reconcile Depreciation Schedule and prepare additions/deletions schedules
7. Assist with weekly account payable check run review when needed
8. Record receipting transactions and analyze Aged Receivable Report
9. Maintain records of development transactions under private management, post to correct accounts, and reconcile to GL
10. Back up for Voucher Management System (VMS) as needed.

GENERAL LEDGER AND CAPITAL FUND ACCOUNTANT DUTIES AND RESPONSIBILITIES:

1. Prepare quarterly Texpool Report.
2. Transfer funds between Texpool Accounts to clear interfund balance and escrow accounts.
3. Prepare financial statements as needed
4. Prepare check requests for payment and review invoices for coding as needed
5. Calculate and prepare draws for operating subsidy, CFP and CoC.
6. Analyzes and monitors the accounts for Capital Fund Programs (CFP) and other special grants
7. Prepare budgets, journal entries, and assist with fixed assets and depreciation schedules
8. Back up for payroll.
9. Responsible maintaining GL and monthly and year-end General Ledger closeouts
10. Analyze year-end audit adjustment entries, review and submit FDS reporting to REAC and HUD

PAYROLL ACCOUNTANT DUTIES AND RESPONSIBILITIES:

1. Process employee payroll.
2. Process employee updates.
3. Initiate and process wire transfers for retirement accounts.
4. Prepare and review IRS 941 Electronic Federal Tax Payment.
5. Prepare manual payroll checks as needed.
6. Prepare process and review employee W-2 for accuracy.
7. Prepare, process and review W-3 for accuracy and transmit to IRS
8. Maintain and monitor all employee deductions.
9. Resolve employee pay issues.
10. Reconcile payroll related accounts to general ledger



QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Competencies:

- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of HUD rules and regulations pertaining to Public Housing, Housing Choice Voucher Program, and grants.
- Knowledge of payroll accounting.
- Knowledge of general office procedures and practices, business English and math;
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective and courteous relationships with other employees and other business contacts.
- Above average analytical and reasoning abilities.
- Ability to coordinate several concurrent activities simultaneously.

TECHNICAL SKILLS:

To perform this job successfully, an individual should have average abilities using computer software such as MS Word, and Outlook, and should be capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required by assigned tasks.

Other skills required in this position include but are not limited to the following:

Skilled in the use of the English language, mathematics, time management, critical thinking, active listening, and management of material resources.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds.

The noise level in the work environment will vary and can be loud depending upon the area being worked in.

