

Fort Worth Housing Solutions
Human Resources Department
1201 E. 13TH STREET, FORT WORTH, TEXAS 76102
Website: www.fwhs.org Fax: 817-333-3595



OPEN RECRUITMENT

Job Announcement

June 25, 2019

**To apply for this position,
check [here](#):**

Position Title: Accountant
Supervisor: Controller
Annual Salary: Negotiable

Classifications: Exempt
Closing Date: Until Filled

SUMMARY:

Under the direction of the Controller, Accountants at Fort Worth Housing Solutions (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.

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

PROPERTY MANAGEMENT/BUDGET MANAGEMENT ACCOUNTANT DUTIES AND RESPONSIBILITIES:

- General Fund Bank reconciliation monthly
- Annual Subsidy calculation.
- Record cash transactions in BankBook weekly
- Prepare monthly billing invoices in A/R module
- Intercompany accounts reconciliation monthly
- Reconcile various general ledger accounts monthly
- Annual budget preparation for COCC
- Book Property Management Company financial activity for assigned properties monthly
- Communicate with QuadCo Management Solutions (QuadCo) on the monthly transactions and resolve issues
- Backup for account payable check run review as needed



GRANTS MANAGEMENT/FIXED ASSETS ACCOUNTANT DUTIES AND RESPONSIBILITIES:

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

GENERAL LEDGER AND CAPITAL FUND ACCOUNTANT DUTIES AND RESPONSIBILITIES:

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

PAYROLL ACCOUNTANT DUTIES AND RESPONSIBILITIES:

- Process employee payroll.
- Initiate and process wire transfers for retirement accounts.
- Prepare and review IRS 941 Electronic Federal Tax Payment.
- Prepare manual payroll checks as needed.
- Prepare process and review employee W-2 for accuracy.
- Prepare, process and review W-3 for accuracy and transmit to IRS
- Resolve employee pay issues.
- Reconcile payroll related accounts to general ledger

BEHAVIORAL COMPETENCIES:

This position requires the incumbent to exhibit the following behavioral competencies:

Problem Solving: Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with sensitive topics and/or irate customers.

Customer Service: Understands that all Authority employees have external and/or internal customers that they provide services and information to; honors all of the Authority's commitments to customers/residents by providing helpful, courteous, accessible, responsive and knowledgeable customer service.

Interpersonal Skills: Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; establishes rapport when working with others.

Teamwork: Cooperates with others to accomplish common goals; works with employees within and across his/her department to achieve shared goals; treats others with dignity and respect and maintains friendly demeanor; values the contributions of others.

Results Orientation: Consistently delivers required agency results; sets and achieves achievable, consistently complies with quality standards and meets deadlines; maintains focus on Agency goals.

Accountability: Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals; demonstrates a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the Agency to maintain the public's trust.

Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

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.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in Accounting or related field from an accredited college or university. Minimum three (3) years progressive experience in an accounting position or an equivalent combination of education and experience.

Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under the Authority's fleet auto insurance.

TECHNICAL SKILLS:

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

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 is usually quiet.