

OPEN RECRUITMENT

Job Announcement

April 5, 2021



Position Title: Accountant
Department: Finance and Administration
Openings: 2

SUMMARY:

Under the direction of the Controller the Accountant performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying and reconciling financial transactions, statements, records and reports. The accountant maintains the accuracy of the general ledger, audits and assists 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 annual audits.
- Prepare financial schedules as needed.
- Assist in month end closing.
- Assist in year-end closing.
- Prepare budgets.
- Assist in the FDS submission to HUD.
- Book Property Management Company (PMCO) financials monthly.
- Record all transactions of developments/construction under private management, post to correct account, and reconcile to GL.
- Audit weekly account payable check run.
- Communicate with private management firms for FWHS affordable housing communities.
- Perform other related duties as assigned and/or required.

PROPERTY MANAGEMENT ACCOUNTANT DUTIES AND RESPONSIBILITIES:

- Reconcile Assisted Housing bank statements to the general ledger monthly.
- Prepare VMS (Voucher Management System) submission to HUD.
- Analyze and reconcile budget variances and review monthly Assisted Housing financial reports.
- Prepare financial reports.
- Intercompany accounts reconciliation.
- Reconcile various general ledger accounts.
- Record all transactions of developments/construction under private management, post to correct account, and reconcile to GL.
- Book Property Management Company (PMCO) financials monthly.
- Communicate with private management firms for FWHS affordable housing communities.
- Maintain, update and reconcile Depreciation Schedule.
- Perform other related duties as assigned and/or required.
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GRANT MANAGEMENT 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 or as needed.
- Monitor Capital Fund grants.
- Prepare necessary grants reports.





- Prepare quarterly Texpool Report.
- Transfer funds between Texpool Accounts to clear interfund and escrow accounts.
- Prepare checks for payment as needed.
- Calculate and prepare draws for operating subsidy, CFP and CoC.
- Analyzes and monitors the accounts for CFP grants.
- Prepare budgets, journal entries, for special programs.
- Book Property Management Company (PMCO) financials monthly.
- Communicate with private management firms for FWHS affordable housing communities.
- Back up for payroll.
- Perform other related duties as assigned and/or required.

PAYROLL ACCOUNTANT DUTIES AND RESPONSIBILITIES:

- Process employee payroll.
- Audit weekly account payable check run.
- Prepare required quarterly payroll reports.
- Process employee updates.
- Initiate and process wire transfers for retirement accounts.
- Prepare and review IRS 941 Electronic Federal Tax Payment.
- Prepare payroll related payments.
- Prepare process and review employee W-2 for accuracy.
- Prepare, process and review W-3 for accuracy and transmit to IRS
- Maintain and monitor all employee deductions.
- Resolve employee pay issues.
- Reconcile all payroll related accounts.
- Perform other related duties as assigned and/or required.

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.

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 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.

