

Job Announcement

August 24, 2021



Job Title: Accountant II

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.

PAYROLL ACCOUNTANT DUTIES AND RESPONSIBILITIES:

- Process employee payroll.
- Prepare required quarterly payroll reports.
- Initiate and process wire transfers for retirement accounts.
- Prepare and review IRS 941 & 940 Electronic Federal Tax Payment.
- Prepare process and review employee W-2 for accuracy and transmit to IRS.
- Resolve employee pay issues.

PROPERTY MANAGEMENT ACCOUNTANT DUTIES AND RESPONSIBILITIES:

- Reconcile Assisted Housing bank statements to the general ledger monthly.
- Prepare financial reports.
- Intercompany accounts reconciliation.
- Maintain, update and reconcile Depreciation Schedule.

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 payroll accounting.
- 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 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, knowledge of payroll accounting preferred.

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.