



## Regional Housing Authority

### Position Description

#### **ASSISTANT CONTROLLER**

##### **I. Summary:**

Performs accounting work involving the preparation, review, processing, reconciliation and maintenance of financial documents for the purpose of recording accounting data in the general ledger. Provides financial analysis as requested. Provides monthly, quarterly, and annual financial reporting as required by stakeholders, state, and federal agencies. Accountant III is the advanced professional level in which the incumbent apply many different and unrelated processes and methods to analyze, summarize and is expected to report financial data, design and modify accounting systems, establish internal controls, analyze costs, and provide financial oversight and accounting controls. This may include work on budgeting and financial management.

##### **II. Authority:**

Works independently and with all THRHA staff, clients and vendors. Reports directly to the Controller.

##### **III. Duties and Responsibilities:**

- Consult with the controller and department directors on financial issues such as complex financial activities for programs with multiple funding sources, impacts of one grant on another, matching issues across all grants.
- Analyze audit related reports and data and work directly with and provide appropriate information and reports to State, federal and independent auditors.
- Review and evaluate audit findings and recommend corrective action to maintain compliance.
- Lead development and maintenance of financial reporting systems.
- Design, develop, and prepare various comprehensive financial reports that encompass multiple grants or components.
- Assist with entry, compilation and reporting of budget information. Review budget transactions to ensure accuracy of funding sources and alignment of accounting structures, work with department directors to resolve discrepancies. Reconcile overall budget.
- Reconcile subsidiary ledgers to general ledger, and record adjusting entries as necessary
- Other – Additional accounting duties may be assigned from time to time depending on the needs of the housing authority and/or Finance department.

**IV. Required knowledge, Abilities and Skills:**

- Considerable knowledge of accounting and computer systems
- Knowledge of governmental and project-based accounting and reporting
- Ability to prepare accurate, complete, and concise financial reports, budgets, and statements.
- Working knowledge of excel and automated accounting software.
- Ability to analyze and implement improvements to manual and/or automated or cloud-based financial systems.
- Ability to identify discrepancies or inaccuracies in ledgers and make corrections.
- Working knowledge of techniques and methods in reconciling accounts
- Knowledge of federal grants and OMB Super circular
- Ability to maintain accurate records and keep materials confidential.
- Ability to search for, select, and compile/summarize data and information
- Ability to communicate effectively verbally and in writing as well as maintain good working relationships with co-workers and supervisors.
- Working knowledge of financial statements for the purpose of recording financial transactions impacting asset, liability, and capital accounts.
- While performing the duties of this job, the employee is regularly required to:
  - Talk or hear;
  - Sit for extended period;
  - Kneel;
  - Crouch;
  - Reach
  - Push and pull
  - Lift up to 30 pounds

**V. Minimum Qualifications:**

Bachelor’s degree in accounting or business degree preferred. Four years accounting experience required.

**VI. Grade Level:**

Grade 14  
Exempt

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by:

Supervisor/Director \_\_\_\_\_

Human Resources \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Revised (October 2019)