



Regional Housing Authority

Position Description

ACCOUNTANT II

I. Summary:

Performs accounting work involving the preparation, review, processing, reconciliation and maintenance of financial documents for the purpose of reporting accounting data in the general ledger. Provides financial analysis as requested. Provides monthly, quarterly, and annual financial reporting as required by state and federal regulations.

II. Authority:

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

III. Duties and Responsibilities:

- Monthly reconciliation of accounts receivable subledgers to the general ledger.
- Maintains monthly schedules of balance sheet accounts.
- Post adjustments to tenant accounts subledger and/or general ledger.
- Process NSF payments and PFD assignments.
- Oversight on assigned grants, to include preparation of quarterly, annual, and final reports as required by grantors.
- Prepares invoices and follows up on collection of amounts due from granting agencies.
- Report to grant administrator and project managers regarding financial status on monthly basis.
- Assists with audit preparation.
- 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:

- Knowledge of financial accounting and computer systems
- Knowledge of governmental accounting and reporting
- Proficient with Excel
- Experience with project based accounting

V. Minimum Qualifications:

Bachelor's Degree with a major in accounting, business or finance preferred. Four years of accounting experience required.

VI. Grade Level:

Grade 13
Exempt

(2020)