



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 recording 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 reconciliations of accounts receivable subledgers to the general ledger.
- Maintain monthly schedules of balance sheet accounts.
- Prepare and/or post general ledger journal entries to reclassify expenses.
- Oversight on assigned grants, to include preparation of quarterly, annual, and final reports as required by grantors.
- Prepare invoices and follows upon collection of amounts due from customers.
- Report to grant administrator and project managers regarding financial status on monthly basis.
- Assist with audit preparations.
- 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 accounting and computer systems
- Knowledge of governmental and project-based accounting and reporting
- Working knowledge of excel and automated accounting software.
- 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
 - Lifting up to 30 pounds

V. Minimum Qualifications:

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

VI. Grade Level:

Grade 13
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/Manager _____

HR _____

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

Employee _____ Date _____

Revised (March 2021)