



## **Regional Housing Authority**

### Position Description

#### **PROJECT ACCOUNTANT**

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

The DCM Project Accountant works in the Development and Construction Management (DCM) department. Primary responsibilities include grant reporting, monitoring budgets, assuring accurate job cost coding, providing budget and cost tracking reports, and general financial reports for the department's programs. The position is responsible for providing and reviewing financial reports for DCM grant activities.

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

The DCM Project Accountant reports to the Director of Project Development in the DCM Department.

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

- Prepare and monitor project budgets and communicate with DCM Project Development Director, Construction Director, Project Coordinators and foremen to ensure jobs stay within budget.
- Provide cost tracking reports to Project Coordinators and Field Supervisors.
- Review and approve job cost coding for expenditures under delegated limit for DCM staff.
- Provide program reports to the Grant Administrator for submission to outside agencies.
- Prepare close out reports for grants.
- Work with responsible parties to ensure all project account codes are setup.
- Review timesheets, job costs, and pcards for approval.
- Other duties as assigned.

##### **IV. Required Knowledge, Abilities and Skills:**

- Demonstrated knowledge and experience in accounting and auditing standards.
- Ability to manage multiple projects with multiple funding sources.
- Ability to clearly write and provide narrative reports.
- Demonstrated knowledge of computerized accounting systems and report writing which include proficiency with Microsoft Office.
- Ability to work independently with minimal supervision;
- Ability to train staff.

- Knowledge of construction activities and terms.
- Experience with federal grant compliance.
- Ability to be a team player and possess strong interpersonal skills.
- Ability to respond to requests from departments and public with civility.
- Strong analytical, problem solving, and organization skills.
- Ability to identify discrepancies or inaccuracies in data and make corrections
- Ability to travel to small communities and available to work overtime when requested.
- While performing the duties of this job, the employee is regularly required to:
  - Talk or hear;
  - Sit for extended period;
  - Stand;
  - Walk;
  - Lift up to 30 pounds (files, copy paper, maintenance materials)

**V. Minimum Qualifications:**

Bachelor’s Degree with a major in accounting preferred. On-the-job progressive accounting experience may be substituted for education. Prior grant experience preferred. Knowledge of construction terms and activities.

**VI. Grade Level:**

Grade 12-14

Exemption based on experience

**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 \_\_\_\_\_

(Updated February, 2022)