

## **ASHEVILLE HOUSING AUTHORITY JOB DESCRIPTION**

### **JOB TITLE: ACCOUNTANT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision the Accountant performs specialized accounting and technical duties in the processing and maintenance of fiscal records in the Authority's Finance Department. Work requires extensive data processing by use of a computer in report preparation and fiscal record keeping. Some knowledge is required of the entire fiscal process in order to effectively maintain records and process information. Work assignments are performed in accordance with established procedures but require independent judgment, discretion, and confidentiality in completing assignments and dealing with other employees and the general public. Work assignments to include AHA as well as its related entities.

This position reports to the Controller.

This is a non-exempt position under FLSA.

The Housing Authority of the City of Asheville is an equal opportunity employer.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Work interactively with all Asheville Housing Departments, current and past residents, other outside agencies and the community at large

Utilizes data entry equipment to record data into computerized records and prepares a variety of periodic reports and records according to established procedures or as requested; submits such reports and records to requesting parties or in accordance with established procedures.

Receives telephone calls; explains departmental policies.

Maintains the recording and transfers of all deposits.

Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts and document business transactions.

Accounting for Public Housing programs and Housing Voucher Programs.

Preparing and post monthly journal transactions, Operating Subsidy, Bank Interest and Fees, and LOCCS Receipts.

Reconciles bank accounts and or subsidiary ledger to the general ledger (e.g. A/R, A/P, TAR and Security Deposits) and research variance and or discrepancy as necessary.

Preparing adjusting journal entries to general ledger accounts as needed.

Review and post on-site manager transactions on daily basis.

Monitor and review accounting and related system reports for accuracy and completeness.

Research and resolve accounting discrepancies.

Establish, maintain and coordinate the implementation of accounting and accounting control procedures.

Interact with external auditors in completing audits.

### **ADDITIONAL JOB FUNCTIONS**

Types forms, letters, memorandums, reports, tabulations, card records and other materials from copy or rough draft with general instructions.

Files, organizes and maintains up-to-date financial records, statistical records, and other necessary records.

Performs other related work as assigned by supervisory personnel. The above duties are intended to describe the general content of and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

### **MINIMUM TRAINING AND EXPERIENCE**

Associate's degree in accounting or related field and 1-3 years of related experience.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of office machinery and equipment including typewriters, computers, calculators, shredders, copiers, etc. Must be able to move objects of up to 20 pounds occasionally, and/or up to 10 pounds frequently, and/or a negligible amount constantly. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Interpersonal Communication:** Requires the ability to communicate to people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, ledgers, requisitions, invoices, checks, financial statements, manuals, etc. Requires the ability to prepare correspondence, reports, forms, journals, financial statements, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to communicate to people with poise, voice control and confidence.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in computer and accounting terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; compute discount, interest, profit and loss, ratio and proportion, etc.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Must be able to communicate via telephone.

## **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of the application of established bookkeeping and accounting principles and techniques to governmental and quasi-governmental accounting transactions.

General knowledge of federal, state and local fiscal regulations, policies and procedures. Intermediate skill level utilizing MS Word and MS Excel; ability to create spreadsheets with common formulas.

Working knowledge of modern office practices and procedures.

Considerable skill in operating general office equipment, including computer-driven word processing, spreadsheet and file maintenance programs.

Skilled in basic mathematics.

Ability to understand or apply laws, regulations and policies to the maintenance of financial records.

Ability to verify documents and forms for accuracy and completeness.

Ability to prepare standard reports from the books and records.

Ability to analyze and interpret policy and procedural guidelines and to resolve problems and procedures.

Ability to understand and follow complex oral and written instructions.

Ability to express ideas effectively orally and in writing.

Ability to exercise tact and courtesy in contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.