

ERIE METROPOLITAN HOUSING AUTHORITY

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Chief Accountant	Position Title:	Chief Accountant
LocDept./Div.:	Accounting/Finance	Employment Status:	Full-Time
Reports To:	Director of Finance	FLSA Status:	Non-exempt
Probation:	180 days	Bargaining Unit:	Exempt

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

The Chief Accountant is responsible for assisting the Finance Director with the control and management of the finances and the financial records. He/she must have a complete understanding of all financial management for the Housing Authority and of the HUD, State, and Health & Human Services (HHS) rules and regulations that govern the Public Housing Authority. In the Finance Director's absence, he/she must be able to take over total control of financial operations.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. Acceptable qualifications for this position are:

Completion of accredited secondary education - Bachelor's degree in accounting, finance, or related discipline; two (2) years of accounting/financial experience; or equivalent. Experience in HUD accounting and financial reporting is desirable.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid Driver's License and insurability.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Closes four complete sets of books through the general ledger, monthly – Public Housing, Erie County Senior Center, Gift Store, Section 8 (Housing Choice Voucher).
 - a. Post cash receipts daily.
 - b. Posts cash disbursements weekly.
 - c. Prepares internal billing vouchers to reimburse programs for costs incurred.
 - d. Prepares trial balances.
 - e. Maintains income, expense, and development subsidiary ledgers to detail control ledgers.
 - f. Maintains checking account balances and transfers funds to investments as money is available.
 - g. Prepares fixed assets' inventory cards while posting cash disbursements.
2. Assists the Assistant Accountant with the monthly processing of the tenants' accounts receivable (TAR) for Public Housing.
 - a. Assists in checking the Daily Statement of Operations (DSOs) for accuracy.
 - b. Assists in loading TAR data on computer and doing monthly processing.
 - c. Knows the full operation of TAR and can take over for the Assistant Accountant, if needed.
3. Shares responsibility for payroll functions with Assistant Accountant.
 - a. Assists in entering pay data into the computer for Bi-monthly payroll processing.
 - b. Assists in setting up new employees and changing personnel data on computer.
 - c. Knows how to prepare W-2's at the year-end.
 - d. Assists in preparing the payroll tax deposits.
 - e. Assists with the preparation of the Ohio Public Employers Retirement System (OPERS) reports.
 - f. Posts recap of payroll to cash disbursement ledger.
 - g. Does quarterly payroll report in the absence of the Assistant Accountant.

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4.	Is first back-up for the housing Assistance program in the Finance Director's absence.		
	a. Knows procedure to add, change, and delete Housing Assistance Payments (HAP) information on computer.		
	b. Knows monthly procedures to run reports, balance to control worksheets, and process the 1099's at year-end.		
5.	Knows complete financial responsibilities of the Finance Director including preparation of budgets, requisitions for fund, audit procedures, and reporting requirements. He/she can take over the duties of the Finance Director in his/her absence.		
6.	Knows all duties that the Assistant Accountant does principally and can back him/her up when needed.		
7.	Assists in the duties in the work order/purchasing office.		
8.	Responsible for Management Properties' accounts and reporting requirements.		

OTHER DUTIES AND RESPONSIBILITIES:

1. The Chief Accountant gives general supervision to the Assistant Accountant.
2. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: necessary to perform duties (* indicates developed after employment).

Knowledge of: The Chief Accountant should be a degreed accountant fully knowledgeable of all facets of general accounting. *Public/governmental finance administration and accounting practices and principles; GAAP and HUD accounting guidelines and regulations (Asset Based Management); financial/real estate management software and mixed financing for the production of affordable housing; management practices and procedures; departmental policies and procedures; budgeting; database reporting software; Public Housing Database Management System; investment fund management and debt administration; real estate acquisition and real property management and maintenance; risk management and insurance; purchasing and materials management; management information systems; and internal auditing and quality assurance.

Skill in: Operation of personal computer; operation of 10 key calculator; analyzing problems and developing and implementing solutions; utilization of computer applications (e.g. designing spreadsheets); and written and oral communications.

Ability to: Successfully blend knowledge of public agency financial accountability with private sector business practices; uphold the highest standards of integrity for the financial system; collect, analyze, and interpret data; prepare and maintain accurate documentation; follow verbal and/or written instructions; communicate effectively; develop and maintain effective working relationships with co-workers, supervisors, other professionals, residents, and the general public; work independently without continuous supervision.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Personal computer and software, printer, scanner, copy machine, fax machine, calculator/adding machine, and other standard office equipment.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)