



ACCOUNTING ANALYST
JOB DESCRIPTION

CLASS CODE:

PAY RANGE: \$49,400-59,400

FLSA STATUS: Exempt

EEO STATUS: Officials and Administrators

DATE PREPARED: December 10, 2020

OVERVIEW:

Under the general supervision of the Comptroller, performing support the Finance Department by maintaining the Authority's financial records in accordance with Generally Accepted Accounting Principles (GAAP) and HUD regulations. The incumbent performs tasks related to financial accounting, budgeting and reporting. This position is responsible for performing complex accounting reconciliations as well as interpreting and applying HUD, program and GAAP requirements to financial operations. This position aids departmental efforts to manage revenue and disburse funds in accordance with appropriate grant and funding regulations, policies, procedures, and GAAP.

DUTIES AND RESPONSIBILITIES:

The following is a listing of the key duties and responsibilities of this position, and the skills, experience and knowledge required for employee in this position. The listed duties should not be considered as a complete listing of all the work requirements, but a representative listing of the key duties of the position. Additional tasks to those listed below may be required, and individuals holding this position may be required to work in other areas of the housing authority to equalize or balance the workload, cover absences, or for other business needs of the housing authority. This includes, but is not limited to:

- Conducts month-end processes in housing management software, including closing, reconciling, preparing, and posting journal entries for the programs and properties. Maintains monthly records of receipts, checks, adjustments, and reports to serve as backup if discrepancies occur.
- Monitors the Authority's bank accounts daily. Researches and provides action for ACH and check returns as well as miscellaneous charges and deposits. Reconciles Authority bank accounts. Uploads information from bank accounts into the general ledger and monitors outstanding checks for Accounts Payable and HCV programs. Keeps monthly records of bank statements and account analysis reports. Maintains monthly bank collateral verification. Performs pre-notes, positive pay, ACH, and account transfers between bank accounts and vendors.
- Assists in the review of general ledgers monthly; analyzes general ledger variances; and resolves any discrepancies. Reconciles general ledger liability and prepay accounts, identifying discrepancies, creating journal entries, and documenting monthly accruals.
- Assists in preparing the annual operating budgets, reports, records, and information for all Housing Authority funds; assists with the preparation of annual W-2 and 1099 forms and related reports.
- Assists with the year-end closing and reporting to HUD and other agencies and assists in the preparation of monthly year-end reports. Assists the auditors in the annual review of the accounting records and prepares schedules as necessary.



- Analyzes HCV program data to prepare and submit the monthly Voucher Management System (VMS) report to HUD, including reconciliation to the general ledger expense accounts. Address discrepancies with HCV program staff.
- Prepares and compiles backup documentation for the various grant draws.

- Performs and assists with monthly and yearly reporting, including preparing and assisting with files for the annual audit, HCV settlement statements, and other federal and state program filing annual filing requirements.
- Prepares reports and provides data as requested to the Comptroller and other Directors; assists Agency staff with a wide range of information requests and problem-solving utilizing Excel and software systems.
- Keeps abreast of matters related to new legislation, PIH Notices, concepts, and trends relevant to the field of accounting.
- Completes entries for Interfund balances, including journal entries and bank transfers.
- Assists with year-end closing entries and ensures the timely submission of HUD's Financial Data Schedule.
- Supports, analyzes, and assists in the preparation and review of annual operating budgets including, detailed support and analysis of the Agency's revenue/expense forecast.
- Assists in analysis of monthly financials for accuracy and variances.
- Prepares and distributes periodic reports to internal and external stakeholders.
- Serves as a back-up to other members of the Finance staff.
- Completes other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

As a prerequisite, the successful candidate must believe in the core values of MHA and be driven by the mission. The candidate should demonstrate a passion for breaking new ground to lead change. Additional requirements are:

- Knowledge of the general operations and procedures of TGHA departments, properties, and HUD housing programs.
- Ability to interpret HUD, federal, state, and local laws and regulations, as well as TGHA policies and procedures related to the position.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and auditing theory; local, state, and federal government financial reporting requirements and regulations; internal control policies and best practices; and report preparation techniques
- Skill in reviewing, examining, and evaluating accounting and financial practices and coordinating accounting and financial operations.
- Skill in operating computer accounting systems, spreadsheet applications, and other applications and software.
- Ability to accurately and rapidly compose effective correspondence and make moderately complex computations.
- Ability to present ideas in a clear and concise manner, in English, both orally and in writing.



- Ability to handle multiple priorities and complete tasks efficiently and effectively.
- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials.
- Ability to interpret HUD, federal, state, and local laws and regulations, as well as TGHA policies and procedures related to the position.
- Ability to assist in the hiring of new employees, evaluate performance of subordinates accurately and timely, correct deficiencies, and to guide and assign personnel.
- Ability to establish, monitor, and achieve objectives through skillful delegation of duties.
- Ability to orient other employees and to explain organizational policies, rules regulations, and procedures.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in accounting, finance, business administration, or related field and a minimum of four (4) years of experience performing work related to financial accounting, budget preparation, and financial reporting and analysis. Government of non-profit accounting experience preferred. An equivalent combination of education and experience may be considered. Experience working in a month-end close environment required.

Some positions may require possession of a valid driver's license and the ability to be insurable under the Authority's automobile insurance plan at the standard rate.

PHYSICAL DEMANDS

Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting (25 lbs. or less) to obtain files and records, and eyestrain from working with computers and other office equipment.

This description is a representative summary of the work performed by incumbents in this job title. Any one position in this classification may not involve all of the duties and responsibilities contained herein, nor are the examples of knowledge, skills and abilities exhaustive. Incumbents may also be required to perform tasks other than those stated. Job duties, responsibilities, specifications, and other job aspects may be changed as needed.

ALL APPLICATION MATERIALS MUST BE SUBMITTED ON-LINE:

[MHA On-line Job Application](#)