



## MONROE HOUSING AUTHORITY

### Job Posting

Monroe Housing Authority has an immediate opening for an Accountant 3.

**Position Title:** Accountant 3  
**Location:** Monroe, LA  
**Duration:** Full-Time  
**Salary Range:** \$31,678 - \$66,685

**Minimum Qualification:**

A baccalaureate degree with twenty-four semester hours in accounting plus two years of professional level experience in accounting or financial auditing.

**Substitutions:**

A certified public accountant (CPA) certificate will substitute for the baccalaureate degree with twenty-four semester hours in accounting plus one year of experience.

**Examples of Work:**

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Prepares required financial statements and fiscal reports which include the compilation and analysis of data for monthly, quarterly, and annual reports.

Communicates with public and private accountants; state, federal, and independent auditors; banks; brokerage firms; program or management personnel; and vendors for the purpose of providing information and technical assistance needed to resolve problems.

Maintains cash management records, including funds drawn and received, funds disbursed by sources, deposits of funds, issuance of refunds, and classifies revenue as to sources of funding and expenditures as to their nature.

Prepares, monitors, reconciles, audits, and forecasts revenues, expenditures, and budgets.

Reviews and approves purchases and contracts.

Participates in the development of new accounting techniques in the design and implementation of accounting subsystems, compilation of manuals for accounting and computer application and preparing managerial reports.

**Application Process:**

If Interested, please submit resume to Cheryl Farmer at [farmerc@monroeha.com](mailto:farmerc@monroeha.com) and Karen Crowell at [crowellk@monroeha.com](mailto:crowellk@monroeha.com)