

POSITION TITLE:

DIRECTOR OF ACCOUNTING

LOCATION:

MONROE HOUSING AUTHORITY



REPORTS TO

Executive Director

EMPLOYEE STATUS

Exempt

WORK HOURS

Full – Time

SUPERVISION

Yes

POSITION SUMMARY:

Responsible for oversight of the Monroe Housing Authority's (MHA) day-to-day financial/accounting system and long-term financial planning. Performs a variety of administrative and supervisory tasks involving planning, overseeing, recording, monitoring, and reporting of financial transactions in MHA's housing programs and its non-profit subsidiaries.

ESSENTIAL FUNCTIONS

- Maintains a system of accounts, records, and reports that reflect the financial status of MHA-owned and operated properties and MHA-managed properties, including Public Housing, Retirement, ROSS and Jobs Plus Grants, Housing Choice Vouchers, and other funded programs.
- Develops, installs, and maintains budgeting systems to control expenditures, and oversee the expenditure of funds by all departments.
- Establishes and maintains internal controls to appropriately safeguard Monroe Housing Authority's funds and property.
- Coordinates and supervises the work of subordinates, organizes and provides employee training, monitors their work, evaluates their performance, counsels staff, and makes recommendations to the Executive Director for evaluation purposes.
- Prepares monthly and annual income and loss summaries, balance sheets, cash flow statements, etc.
- Manages investments of MHA excess funds, monitors securities pledged with banks and determines cash requirements.
- Prepares reports for the Executive Director and Board of Commissioners including the monthly, quarterly, and annual financial reports, submits reports to HUD, and makes presentations to BOC.
- Closes books, prepares year-end financial statements, and analyses of results of MHA operations.
- Ensures that annual audit is made by independent CPA, coordinates provision of data to CPA and takes corrective action on discrepancies disclosed by audit and submits audit reports to HUD and Federal Audit Clearinghouse.
- Develops and maintains an effective Cost Allocation Plan.
- Assists the Executive Director and department directors in preparing the operating budgets and revisions.
- Provides information needed for maintaining various fiscal registers and inventory control over MHA's non-expendable property.
- Monitors requests for reimbursement of fund expenditures.
- Meets and confers with officials of federal and local agencies and financial institutions involved in fiscal aspects of the MHA's operation.
- Handles all financial and other correspondence pertaining to assigned duties.
- Establishes and maintains files of permanent records, such as Annual Contribution Contracts, investment documentation, contracts, property deeds, etc.
- Reviews and analyzes financial reports, performance analyses, cost analyses and other fiscal reports required by HUD.
- Prepares, monitors, and maintains all grants and fund budgets.
- Oversees disbursements to landlords and authorizes expenditures.
- Maintains records needed to compute Payment in Lieu of Taxes on properties.
- Directs the Assisted Housing Leased Housing Accounting activities.
- Assists in preparation of and recommends revisions to MHA's policies and procedures related to fiscal affairs.
- Performs other duties as assigned by Executive Director.

Knowledge and Skills

- Government Accounting (HUD) and Nonprofit Corporation reporting.
- Considerable knowledge of applicable PHA operating policies, procedures, and HUD regulations; applicable federal, state, and local laws, regulations, and guidelines, and Department of Labor.
- Comprehensive knowledge of modern principles, practices, and techniques of accounting, budgeting, financing, loans, mortgages, and financial reporting and cost allocations.
- Comprehensive knowledge of computer systems, networks, personal computers, and spreadsheets.
- Excellent computer skills to include Microsoft Office Suite - Word, Excel, PowerPoint, and Access.
- Knowledge of data processing principles and practices; modern principles, practices, and techniques of public housing management, and HUD accounting handbooks and guidelines.
- Skilled in office technology.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, coworkers, and people outside the PHA.

Education and Experience**Required**

- Degree from a four-year college or university and six to ten years related experience and/or training; or equivalent combination of education and experience. Degree in Accounting, Finance, or Economics. Three years of progressively responsible experience in the area of accounting, finance, and investments. One year of which is in the area of low-income housing or a closely related field. Three years of supervisory experience.

Preferred

- Master's degree from a four-year college or university and ten or more years related experience and/or training, or equivalent combination of education and experience.
- CPA

Other Requirements

- Bondable
- Valid Louisiana driver's license.
- Eligible for coverage under Monroe Housing Authority's fleet auto insurance.

ADDITIONAL REQUIREMENTS

- Attendance is an imperative job function.
- Employees must fulfill the performance standards of this position and comply with policies, rules, and procedures of the company, including those set out in the Employee Handbook, or otherwise communicated (verbally or in writing) to employees.

PHYSICAL REQUIREMENTS

Physical demands described here are representative of those that are required of an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

OTHER REQUIREMENTS

- Must be able to pass a drug test and criminal history background check before employment.

EEO POLICY STATEMENT

- Monroe Housing Authority provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.