



Housing Authority of the City of Columbia, Missouri

Human Resources

201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ www.ColumbiaHA.com

ACCOUNTANT

Class F Position

Reports To: Director of Finance

Salary Range: \$22 - \$34.00/hour (Annual \$45,760-\$70,720), plus excellent fringe benefits

SUMMARY OF POSITION:

Analytical work involving the use of accounting skills developed through education and experience.

This position requires the performance of confidential duties assisting the CFO in areas of budget preparation and analysis, management information systems, and other administrative functions.

Work involves performing duties that require knowledge of and experience with accounting principles and practices, clerical office skills, and computer operations.

The employee, in the performance of duties, is required to apply judgment and initiative based on knowledge gained through experience and training.

Conducts financial analysis, research, and analyzes data to produce reports as needed for management. Collects and analyzes data to assist in the preparation of voucher programs and public housing project budgets.

MAJOR DUTIES AND RESPONSIBILITIES MAY INCLUDE AS ASSIGNED:

- Reconcile bank statements through clearance of check on computer and match with bank statements, balancing to general ledger; reconcile general ledger accounts monthly.
- Assist with cash management and related regular and ad-hoc reporting.
- Assist in the processing of landlord and utility payments for Housing Choice Vouchers, Project Based Vouchers and Continuum of Care programs and transmit the electronic files for direct deposits.
- Conduct financial analysis and special projects as directed by the CFO.
- Assist with the preparation of annual public housing project budget.
- Assist in the annual external audit and tax return preparation process.
- Create Finance Department procedures and visual displays of processes.
- Create journal entries from different functional areas of the Finance Department.
- Perform accounting for HUD related voucher programs.
- Assist in the duties performed by Finance Assistant I and be able to perform in their absence, including but not limited to:

*Accounts Payable *Accounts Receivable

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to organize with emphasis on detail and accuracy.
- Ability to manage multiple tasks to meet deadlines.
- Ability to make complex computations with speed and accuracy on Excel spreadsheets.
- Ability to understand and quickly follow written and oral instructions and to communicate in written and oral form.
- Excellent interpersonal and customer service skills, with the ability to meet and deal tactfully and courteously with the public and to establish and maintain effective working relationships with other employees at all levels.
- Must be independent, self-motivated, and very analytically minded; problem solving experience a must.
- Knowledge of financial administration, budgeting, and accounting.
- Skill in the analysis and interpretation of accounting records.
- Ability to complete necessary research and investigations.
- Ability to prepare and present oral and written reports, presentations, and recommendations.
- Must have an excellent work history and attendance record.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

EDUCATION AND EXPERIENCE:

- Required: A minimum of four years of experience in financial accounting involving participation in the planning and management of a business or government program.
- Preference will be given to candidates that have some accounting education.

SPECIAL REQUIREMENTS:

- Must be able to interface effectively with all levels of management.
- Must be willing to travel overnight for a maximum of 10 days annually for training or attendance at conferences/workshops.
- Must be able obtain and maintain a bank account for payroll purposes.
- Must be able to pass a pre-employment drug screen and background checks.

I have reviewed the position description and understand the requirements and duties of the position.

Employee Signature

Date