



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

Position: Accountant

Reports To: Director of Finance

Salary: \$45,760 - \$70,720 annual

Position Range: F

Position Overview: We are seeking a motivated accounting professional to join our growing finance team. Responsibilities would include supporting day-to-day financial operations, grant accounting, assisting with reconciliations, budget, audit support, and other duties as assigned, ensuring compliance with company policies and accounting standards. This position requires a knowledge of accounting principles and practices, strong analytical and organizational skills, attention to detail, and the ability to exercise sound judgment and initiative in completing assigned work.

Position Anticipated Areas of Focus: As Columbia Housing Authority's portfolio, grant-funded services, and financial responsibilities continue to grow, this position is expected to have a particular focus on the financial administration of CHA Low-Income Services (CHALIS) and other associated grant-funded and subsidiary nonprofit programs. The accountant will work closely with the Finance Department and program staff to maintain and strengthen accounting, reimbursement, reconciliation, budgeting, and financial reporting processes across all programs.

This position will also contribute to the overall capacity and continuity of the Finance Department through cross-training and succession planning, providing meaningful opportunities for professional development and increased exposure to multi-entity accounting, audits, financial reporting, budgeting, and other higher-level finance functions.

Key Responsibilities:

- Manage the accounting and financial administration of grant-funded programs, ensuring compliance with grant agreements, funding requirements, and applicable regulations.
- Monitor grant budgets, expenditures, and available funding to ensure costs are properly allocated and within approved budgets.
- Prepare and submit timely grant reimbursement requests, invoices, and supporting documentation.
- Reconcile grant accounts, funding activity, and expenditures to the general ledger and identify and resolve discrepancies.
- Assist with monthly reconciliations for assigned general ledger accounts.
- Assist with cash management and prepare regular financial reports assigned.
- Prepare and transmit electronic payment files for assigned programs in accordance with established procedures.
- Conduct financial analysis, research, and special projects as directed.

- Assist with the preparation of annual budgets and supporting schedules for assigned programs and entities.
- Assist with the annual external audit and tax return preparation process, including preparation of requested schedules and supporting documentation.
- Prepare and maintain Finance Department procedures and documentation for assigned accounting processes.
- Maintain accurate accounting records and support documentation in accordance with established Finance Department procedures.
- Crosstrain with department staff as needed to support operational continuity and ensure adequate coverage of key functions.
- Work collaboratively with other Finance staff to identify and resolve accounting discrepancies and ensure timely completion of assigned monthly and annual accounting activities.

Required Knowledge, Skills, and Abilities:

- Strong organizational skills with attention to detail and accuracy.
- Ability to manage multiple assignments and meet established deadlines.
- Proficiency in Excel, preparation of spreadsheets, financial calculations, and analysis.
- Knowledge of financial administration, budgeting, and generally accepted accounting principles.
- Ability to analyze and interpret accounting records and financial information.
- Ability to research accounting discrepancies and develop appropriate supporting documentation.
- Ability to prepare clear and accurate financial reports, and recommendations.
- Strong problem-solving skills and ability to work both as a team member and independently within established procedures.
- Excellent written and oral communication skills.
- Ability to establish and maintain effective working relationships with Finance staff, other CHA employees, management, and external partners.
- Ability to learn and effectively use accounting, banking, and other financial information systems.

Education and Experience:

- **Required:** Minimum of four years of experience in financial accounting involving progressively responsible accounting duties.
- **Preferred:** Formal education in accounting, finance, business administration, or a related field.
- **Preferred:** Accounting experience in a nonprofit, governmental, HUD-assisted, affordable housing, or other federally funded environment.

Special Requirements

- Must be able to effectively interface with all levels of management.
- Occasional travel, up to 10 days annually, may be required for training or conferences.

- Must maintain a bank account for direct payroll deposit.
- Must pass pre-employment drug screening and background checks.

Columbia Housing Authority is an equal opportunity/affirmative action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or any other characteristic protected by law.

Employee

Date