



Position Description

Position Title:	Accountant
Department:	Accounting
FLSA Status:	Non-Exempt

Summary

The primary purpose of this position is to perform a variety of technical administrative accounting duties in support of the Authority's accounts payable functions. The incumbent is responsible for maintaining assigned tenant, landlord, and vendor files, preparing forms and reports, and performing clerical tasks relating to the Authority's accounting functions.

All activities must support the Fort Wayne Housing Authority ("FWHA" or "Authority") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- *Match and enter vendor credit memos/debit memos.*
- *Save and process received invoices onto the system in a timely manner.*
- *Handle supplier telephone and email inquiries with promptness.*
- *Utilize all tools provided to efficiently and effectively reconcile supplier accounts.*
- *Work with Purchasing and other areas to resolve issues and exceptions in a timely manner.*
- *Research and problem solve system issues.*
- *Review, code and post high-volume payables and expense reports for multiple entities in addition to ensuring that they conform to company guidelines.*
- *Process EFT, Wires and check disbursements*
- *Verify banking details/instructions for Wires and ACH transactions, including approval.*
- *Reconcile positive pay exceptions in online banking software.*
- *Prepare checks and EFT remittance advices for mailing according to rotation schedule*
- *Ensure proper matching of purchase orders and proper payments to vendors as needed*
- *Create releases for Blanket Purchase Orders as needed*
- *Follow up on aged outstanding checks and resolve/reissue as necessary*
- *Prepare 1099 forms for Accounts Payable payments and mail and e-file by IRS deadlines*
- *Adhere to, enforce, and communicate Procurement and related Accounting policies*
- *Develop and maintain written work procedures for primary assigned duties*
- *Communicate (written and verbal) clearly and professionally with employees and vendors to resolve issues relating to expense reports and payments*



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- Assist management with special projects and process improvements
- Manage Accounts Payable activities for Business Units.
- Utilize Financial software to manage processing of Supplier invoices and credit notes
- Process Supplier invoice and credit note registrations within agreed timelines.
- Match Supplier invoices to Purchase Orders and route for approval promptly
- Process Supplier credit notes in line with approvals required
- Monitor volumes and highlight any backlogs proactively to the Finance Manager
- Provide Supplier remittance advices for payments made
- Document all Supplier queries for follow up
- Monitors and processes the ESG fund
- Assists Property Managers, as necessary.
- Manages operational tasks, including procurement tasks, CFP, and processing work-orders, payments, and invoices.
- Assists past residents to settle their unpaid charges.
- Verifies, corrects, and processes tenant refunds.
- Provides a high level of customer service to clients of or visitors to the FWHA.
- Assists with any required systems updates, as necessary.
- Performs any necessary administrative duties.
- Performs other duties as assigned.
- Reviews assets in Yardi and makes any necessary changes required for year-end reporting.
- Assists with bank reconciliations.
- Reports energy usage and costs for all major utilities as required.
- Performs general administrative tasks.
- Promotes FWHA brand awareness by adhering to FWHA brand standards and ensure that any communication regarding the public value of affordable housing programs offered by FWHA also addresses the many other public values served (fair housing, economic development, welfare-to-work, etc.)
- Performs other duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment & decision making in accordance with level of responsibility.



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Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does fair share of work.

Reliability & Judgment: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Education and/or Experience

Education: Associate or bachelor's degree preferred.

Experience:

- Minimum 2 years' experience in Accounts Payable/
- Strong Finance background
- Confidence in dealing and building relationships, both internally and externally
- Self-motivated, energetic, and detailed oriented
- Able to work to firm deadlines and calm under pressure
- Well organized with strength in prioritizing
- Strong communication skills and ability to handle complex issues
- Ability to train and mentor junior staff
- Strong analytical abilities with experience working with Microsoft Office
- The ability to take ownership of projects and manage multiple simultaneous priorities

Technical Skills



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- To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook).
- Must have the ability to learn other computer software programs as required by assigned tasks.
- Effective communication and customer service skills.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- To perform this job successfully, the employee is frequently required to remain in a stationary position.
- Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; reaching to retrieve and replace files; and attending onsite meetings.
- The employee must be able to communicate via email and verbally via telephone.
- The employee must occasionally transport up to 75 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment. The noise level in the work environment is usually moderate.

Read and Acknowledged

Disclaimer: This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. FWHA reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, functions, and requirements.

Employee Signature

Date

Employee Name [printed]

Approval of Appointing Authority

Date