FORT WAYNE housing authority

Position Title:	Accountant	Department:	Finance
Reports to:	Director of Accounting	Approved By:	
FLSA Status:	Non-Exempt	Approved Date:	

Summary

The primary purpose of this position is to provide complex accounting and fiscal reporting assistance to the Accounting Department. The incumbent maintains the general ledger, supports accounting functions, and develops and analyzes reports detailing financial results. The incumbent also provides supervision in the development and refinement of automated accounting systems and processes.

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.

- Assists with general accounting activities for the Authority; develops budgets, monitors programs, and performs monthly financial reporting with FWHA staff.

- Assists with the maintenance of an efficient management control and reporting system to reflect total program costs; and assists with the maintenance of various financial records and preparation of periodic reports for internal use, ensuring compliance with HUD requirements.

- Prepares and accumulates all financial documents required for assigned programs and accounts for a timely and accurate annual audit, monitors audit schedule and acts as liaison with fiscal auditors.

- Maintains and controls general ledger and sub ledgers; reconciles accounts with general ledger; checks trial balances and balance sheets; prepares journal entries; sets up new accounts; and assists with year-end closing.

- Creates and maintains detailed files and records for general ledger support, archives historical files.

- Performs daily and monthly processes in the Yardi Tenant Accounting module; coordinates the assessment and implementation of training needs for accounting staff related to Yardi.

- Processes bad debt payments and other tenant monetary adjustments, such as semi-annual tenant write-offs, security deposit refunds and close-out processes for tenant account within module.

- Serves as liaison to Property Managers on tenant accounting-related issues for public housing and tax credit properties.

- Provides oversight for cash management and cash flow, investments, and ensures that bank reconciliations are completed timely, as required.

- Assists with the year-end closing and reporting to HUD and other agencies and assists in the preparation of monthly year-end reports; assists auditors in the annual review of the accounting records and prepares schedules as necessary.

- Prepares special reports and analysis as requested.

- Dedicated to working directly with a diverse population.

- Ability to cultivate and develop inclusive and equitable working relationships with employees, clients, and community members.
- Supports and enhances a sense of belonging with employee, client, and community member interactions.
- Work towards equity and our agency's commitment to diversity, equity, inclusion and belonging.
- Promote 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.

Initiative: Actively 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

- Associate's Degree in accounting, business administration, or related field and a minimum of 3 years' experience in public sector accounting with an understanding of organizational financial control systems.
- An equivalent combination of education and experience may be considered.
- Must possess a valid State issued driver's license and be insurable under the Authority's plan.
- Will attend housing industry or other relevant courses as needed.

- Preferred Education and/or Experience
    - Bachelor's degree in Accounting or Finance

Technical Skills

- To perform this job successfully, the employee should have strong computer skills (MS Product Suite) including the ability to create and understand report creation and analysis.
- Must have the ability to learn other computer software programs as required by assigned tasks. (i.e. Yardi)

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; and attending onsite and offsite meetings.

- The employee must be able to communicate via email and verbally via telephone.

- The employee must occasionally transport up to 25 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)

_____   _____
Supervisor Signature   **Date**

_____   _____
Approval of Appointing Authority   **Date**