

HOUSING AUTHORITY OF UTAH COUNTY JOB OPENING

JOB DETAILS

Job Title: Accountant

Job Type: Full Time

Company Location: Provo, UT

Salary Range: DOE

Duties and Responsibilities:

Manages accounting funds and performs a variety of professional-level accounting duties, in the preparation, maintenance and control of funds; Prepares financial statements according to GAAP. Responsible for recording transactions and preparing reports for various governmental programs. Assist with the annual audit process and preparation of audit schedules. Oversee other accounting staff of two. Responsibilities include, but are not limited to the following:

- Allocates income and expenses, completes expense and appropriation transfers, conducts analysis of special programs and accounts and ensures compiles HUD and GAAP (Generally Accepted Accounting Principles)-based financial statements and reports.
- Oversees the processing of scheduled subsidy payments, ensuring landlords and tenants receive their housing assistance and utility allowances payments in a timely manner; investigates potential fraud/abuse involving housing assistance payments.
- Prepares and analyzes periodic financial reports for multiple funds; assists supervisors and department heads with periodic financial analysis. Prepares reconciliations and forecasts.
- Responds to audit, limited partner, bank, and other external inquiries; provide a variety of information and assistance regarding budget balances, accounting transactions and related information; provide technical expertise and direction to resolve complex accounting issues and questions; coordinate activities with other departments.
- Computes taxes owed and prepares documentation, ensuring compliance with payment, reporting and other tax requirements.
- Oversees staff who prepare, analyze and implement payroll transactions in a timely manner.
- Prepares and/or analyzes periodic payroll reports, payroll schedules, and payroll-related journal entries, using established policies, procedures, and guidelines on a timely manner.
- Leads in the month-end and year-end close of ledgers and funds.
- Provides first-line of communications to all other departments, regarding non-routine finance related matters.
- Monitors federal, state and local taxes, Social Security contributions, employee benefit contributions, garnishments, and other deductions, to ensure accuracy of individual pay.
- Prepares and/or reviews the accuracy of payroll related journal entries and performs account reconciliation and analysis, while ensuring supporting documentation is accurate and in compliance with company policies.
- Completes and/or participates in formal, and informal, compliance audits.

- Interprets, implements, and ensures compliance with Governmental Accounting Practices and Principles (GAAP)/HUD accounting policies; serves as resource person for accounting questions.
- Supervises and participates in the monthly account analysis and reconciliations, and maintains General Ledger, including responsibility for preparation and posting of monthly journal entries and posting to subsidiary ledgers.
- Supervises, evaluates and assists in continuing development of all accounting staff to evaluate staff's performance and prepares periodic formal performance evaluations
- Ensures proper recording and reporting of government grant-related financial activity.
- Analyzes financial statements for discrepancies and other issues, and reports them (if any) to the Executive Director.
- Performs other duties as assigned.

Qualifications and Knowledge:

- Graduation from an accredited four-year college or university, with major course work in accounting, or related field, required; Three years of experience in HUD or regulatory matters and/or five (5) years of work-related experience, performing increasingly higher-level accounting duties; or any equivalent combination of education, training, and experience to meet the required knowledge and abilities; Public agency accounting experience is highly preferred.
- Thorough knowledge of the rules, regulations, and administrative procedures of public agencies particularly housing authorities.
- Extensive knowledge of general accounting and bookkeeping principles, methods, and practices.
- Extensive knowledge of GAAP, particularly HUD and/or Public Housing Authority accounting.
- Extensive knowledge of the budget development and management principles.
- Extensive knowledge of job related financial accounting software.
- Skill in the analysis of problems and the development and implementation of solutions.
- Knowledge of business English, spelling, and arithmetic.
- Knowledge and skill in the operation of modern office equipment.
- Ability to understand and follow written and oral instructions as well as present ideas and information in a clear and concise manner, both orally and in writing.
- Ability to utilize a variety of basic business software for personal computers.
- Ability to manage the accounting department and financial software.
- Ability to maintain exacting and often voluminous accounting records and to prepare accounting reports and statements.
- Ability to understand and act upon policies, regulations, and procedures as set forth in HUD regulations while meeting both internal and agency and other program deadlines.
- Ability to establish and maintain effective working relationships with supervisors, Authority employees, the public.
- Ability to deal effectively with situations, which require tact and diplomacy, yet, firmness.
- Ability to supervise others effectively and collaboratively.
- Ability to plan and prioritize work of self and staff.
- Valid driver's license.
- Eligibility for coverage under the Authority's fleet auto insurance.

Benefits: The Housing Authority of Utah County enjoys a work week consisting of Monday thru Thursday with Fridays off; paid sick & vacation time; medical, dental, life, A&D insurance; retirement options consisting of 401(k) with a match, 401(a), and participation in the Utah Retirement System.

Submit Cover Letter and Resume to:

Jeremy Runia
Executive Director
careers@housinguc.org