

**February 13, 2018**

## **ACCOUNTING MANAGER-OPERATIONS**

Under limited supervision, assists the Chief Financial Officer in monitoring the financial activities of the Greensboro Housing Authority and preparation and periodic review of line item budgets and multiple financial reporting activities. Work involves ensuring maximum utilization of program funds using effective budgetary controls and financial analysis, and communicating status. Work also involves assisting in the proper maintenance of financial records, including but not limited to Accounts Receivable, Accounts Payable, Payroll, and General Ledger; preparing periodic and annual reports for internal and external use; reviewing and approving general ledger entries; assisting in the preparation and analysis of the operating and grant program budgets; assisting in the overall supervision of the accounting staff; assisting in the training of staff and providing assistance in the preparation of the annual budgets; maintaining the Authority's reporting on the Voucher Management System (VMS) at HUD and assisting in the overall budgetary and financial reporting requirements of the Greensboro Housing Authority. Directs and manages the internal and external audit processes and procedures for the Authority. Employee must exercise independent judgment, initiative and attention to detail in performing the duties of the position. Employee must also exercise tact and courtesy in contacts with federal and local officials, auditors and departmental personnel. Reports to the Chief Financial Officer. (This is an Exempt position under FLSA). Minimum training and experience: Bachelor's degree in accounting and 4 to 6 years of experience with housing authority or City/County Government performing high level financial analysis and management oversight or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must have an active CPA license or be awarded license within 3 years of employment.

**Closing Date:** February 20, 2018

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. All applicants must apply directly to the main office at 450 N. Church St. We abide by the Drugfree Workplace Act, which includes pre-employment testing.

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