

December 13, 2021

Job Opening: FINANCIAL ACCOUNTANT

The primary purpose of this position is to perform a variety of accounting, budgeting, and other financial duties, focusing on the development, analysis, and maintenance of comprehensive financial statements and reports for the Housing Authority of the City of Greensboro (GHA) or its affiliates. The incumbent supports assigned Authority programs, accounts and departments by analyzing financial data, which involves extracting, defining, and interpreting relevant information to determine past financial performance and/or project financial probability. Employee must exercise considerable independent judgment, initiative and attention to detail in performing the duties of the position. Reports to the Accounting Manager. This position is FLSA exempt.

Assists with monthly bank reconciliations. Balances tenant payments and grant payments to applicable bank accounts.

Creates and enters journal entries.

Processes regularly scheduled payments to landlords and tenants and prepares agency billings.

Perform intracompany billings for management fees and other related party items.

Responsible for cash management activities including tenants account receivable (TAR), ensuring that payments are posted accurately and timely, recording nsf and returned payments and researching unapplied/ unidentified cash receipts.

Process write off and collections for the Agency.

Grant reconciliations and reporting including assisting in the preparation of schedules and data required by auditors of grant programs.

ADDITIONAL JOB FUNCTIONS

Assists in the compilation of all requests for the preparation of the annual budget.

Assists in the preparation and maintenance of information required for audits and/ or HUD monitoring reviews.

Performs other related work as required.

EDUCATION AND EXPERIENCE

Bachelor's degree in business or accounting and 2 to 3 years of experience in HUD or public accounting, thorough knowledge of general accounting and bookkeeping principles, methods and practices, knowledge of GAAP, particularly HUD and or Housing Authority accounting and experience with Yardi or other property management software; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Possession of valid driver's license issued by the State of North Carolina.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be able to operate a variety of office machinery and equipment including typewriters, computers, facsimile machines, calculators, copiers, printers, etc. Must be able to move objects of up to 20 pounds occasionally, and/or up to 10 pounds frequently, and/or a negligible amount constantly. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires movement of objects greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Interpersonal Communication: Requires the ability to communicate with people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, ledgers, requisitions, checks, financial statements, etc. Requires the ability to prepare correspondence, reports, forms, audits, financial statements, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to communicate to groups of people with poise, control and confidence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in computer and accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; descriptive statistics; statistical inference and statistical theory.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Must be able to communicate via a telephone

Closing Date: Open until filled

If you are interested in applying, please forward your resume to Tracy Willis, Human Resources, and complete the online application on the GHA website, www.gha-nc.org

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. We abide by the Drug Free Workplace Act, which includes pre-employment testing.

GHA participates in E-Verify. To access E-Verify's Participation Posters visit www.dhs.gov/e-verify and then go to *Publications*

