
**COLUMBIA HOUSING AUTHORITY, SOUTH CAROLINA
JOB DESCRIPTION, November 2018**

**JOB TITLE: ACCOUNTANT
FINANCE DIVISION
ADMINISTRATION DEPARTMENT**

Salary Range: \$35,000 to \$40,000

GENERAL STATEMENT OF JOB

Under occasional supervision, performs professional accounting and general bookkeeping functions as required for the proper accounting, reporting, collection and disbursement of Housing Authority funds. Reports to the Director of Accounting.

TYPICAL DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

- Reviews general ledger accounting, preparing journal entries, correcting journal entries and interfacing of the general ledger system.
- Assists with resolving account discrepancies when needed.
- Performing account analysis and reconciliation, including bank statements and inter-company general ledger accounts.
- Bookkeeping duties as necessary, daily deposits, credit card downloads, applicable reports and any other duties necessary to maintain accurate records. Post miscellaneous cash receipts.
- Maintaining the general ledger chart of accounts.
- Preparing monthly financial statements; assisting with regulatory reporting as applicable; and generating computer reports.
- Prepares a variety of records and reports as required by HUD and other agencies.
- Maintains monthly sub-ledgers for inventories of supplies and appliances, which includes monitoring the installation and removal of appliances. Preparing reports and posting adjustments to inventory levels after physical counts. Maintain log of Vehicles and Vehicle tags and registrations.
- Maintain spreadsheets on various accounts to achieve reporting requirements, to validate financial information, and to reconcile to HUD accounting values. HUD has reporting dates that vary from our fiscal year reporting.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other governmental agencies, financial institutions, tenants, and the general public.

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ADDITIONAL JOB FUNCTIONS

Perform routine clerical duties as necessary. This duties includes but not limited to answering the telephone, typing, copying, faxing, filing checks, invoices, preparing correspondence and other documents; etc.

Performs related duties as required and assist other staff member when needed. Working as a team member is required on special assignments.

MINIMUM TRAINING AND EXPERIENCE

Position requires a bachelor's degree in accounting, finance or business administration, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Strong technology skills are critical, particularly expertise with Microsoft Excel.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a computer, telephone, calculator and basic office equipment. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of five to ten pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Must be capable of receiving assignments and directions from a supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, financial documents, computer manuals, etc. Requires the ability to prepare required reports, ledgers, financial reports, correspondence, forms, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with others having poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, mathematic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and to understand and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with persons of a variety of educational and cultural backgrounds and in a variety of technical and professional languages including accounting.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine

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percentages and decimals and to determine time.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye, hand, and foot coordination.

Color Discrimination: Does not require the ability to differentiate 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 when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Housing Authority as they pertain to the performance of duties of the Accountant. Is knowledgeable in the laws, accounting standards and regulations pertaining to the specific duties and responsibilities of the position. Has considerable knowledge of the functions and interrelationships of the Housing Authority and other governmental agencies. Has the ability to offer assistance to co-workers and employees of other departments as required. Has the ability to use independent judgment as needed in performing routine accounting tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has excellent accounting skills; is able to compile and analyze data and prepare complex reports with accuracy and in a timely manner. Is able to read and interpret technical, financial documents and related materials pertaining to the responsibilities of the job. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has skill in the use of computers and other modern office equipment. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all Housing Authority departments, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the Housing Authority.

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Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, Housing Authority policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to Housing Authority policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Housing Authority policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the organization.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual benefit. Contributes to maintaining high morale among all Housing Authority employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the organization and to project a good Housing Authority image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the organization. Emphasizes the importance of maintaining a positive image within the organization. Interacts effectively with higher management, professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Housing Authority and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.