



Springfield Metropolitan Housing Authority
101 W. High Street
Springfield, OH 45502
937-325-7331

POSITION OPENING

FINANCE DEPARTMENT

CLASSIFICATION TITLE: SENIOR ACCOUNTANT

SALARY RANGE: BASED ON EXPERIENCE AND EDUCATION

REPORTS TO: DIRECTOR OF FINANCIAL MANAGEMENT

JOB LOCATION: SMHA MAIN OFFICE

PLACE OF APPLICATION: SMHA MAIN OFFICE

OPENING DATE: 2/22/2019

CLOSING DATE: Until position is filled.

EDUCATION REQUIREMENTS AND DESIRED QUALIFICATIONS ARE INCLUDED ON THE ATTACHED POSITION DESCRIPTION.

ANYONE INTERESTED IN BEING CONSIDERED FOR THIS POSITION MUST PRESENT A COVER LETTER OF INTEREST AND AN UPDATED RESUME' TO THE ATTENTION OF Stephanie Cameron, SMHA, 101 W. High Street, Springfield, Ohio 45502 or via email at stephaniec@smhaohio.org NO LATER - until position is filled.

SMHA IS AN EQUAL OPPORTUNITY EMPLOYER.

**SPRINGFIELD METROPOLITAN HOUSING AUTHORITY
POSITION DESCRIPTION**

Position Title: **Senior Accountant**

As of: February 15, 2019

Department: Financial Management

General Statement of Duties

This position takes a leadership role in financial duties associated with the Housing Authority. This position will work to accomplish assigned tasks, ensure procedures are updated and work to develop others within the department. An expert level knowledge of housing authority financial functions and their impacts will be required. This position will provide depth accounting, reporting and analysis in a fast paced, highly regulated and accuracy critical environment.

Reports to: Director of Financial Management

Supervises: Accountant, Finance Specialist

Pay Grade: Salaried/Exempt

Essential Duties and Responsibilities

1. Perform accounting functions as assigned including, but not limited to bank reconciliation and balance sheet reconciliation.
2. Assist in the reviews and changes in accounting policies and procedures.
3. Assist and help implement in the processing and updates affecting changes in computerized accounting system, ACH/electronic transfers, online payments and submission of reports to OPERS, BWC, 1099's, and financials various agencies and affiliates as required.
4. Assist in preparation of budgets and budget revisions.
5. Coordinate and complete month-end and year-end financial responsibilities.
6. Preparation of financial reports and accompanying schedules, worksheets and narratives.
7. Research and document financial related issues.
8. Completion of regulatory filings;
9. Lead internal and external audits to ensure policies and procedures are in compliance with accounting regulations and requirements including, but not limited to preparation of schedules and other data as necessary.

10. Prepare all financial data and enter into a prescribed Financial Data Schedule.
11. Compile and test final reports and general ledger data as requested or assigned.
12. Act as liaison with financial institutions resolving various issues such as cleared check differences, bank fee anomalies, targeted balance calculation and enhancements to online services.
13. Stay abreast of all industry guidelines as it relates to the financial operation and ensure understanding of others within the agency.
14. Ensure all finance functions have accurate and updated standard operating procedures, making changes where necessary.
15. Act as a mentor and a source of information for those with questions regarding functions of the finance department.
16. Assist Financial Management Director.
17. Lead and assist in projects as assigned.

Other Duties and Responsibilities

1. Provides financial information and supporting data as needed for board reports and as required by the Executive Director and other agencies or associations.
2. Assist finance and other departments' staff of various levels of skill and expertise to assure timely production through the use of both verbal and written instructions. Meets regularly with staff to exchange information and coordinate activities relating to the Finance Department administration.
3. Perform additional duties and tasks as assigned, including but not limited to assisting with special projects.

Minimum Educational Requirements, Licenses, Skills, Abilities, Experience

- Bachelor's Degree in Accounting or Finance required and/or equivalent.
- Five (5) years of Accounting, reporting, and analysis/related work experience required.
- At least three years of experience in governmental accounting.
- LIHTC financial experience preferred; Experience with HUD RAD program is a plus.
- CPA preferred but not required.
- Knowledge and understanding of Generally Accepted Accounting Principles (GAAP)/GASB.
- Excellent interpersonal, written and oral communication skills and must be detail oriented

- Professional demeanor with concern for strong financial integrity.
- Ability to manage multiple projects, prioritize and meet deadlines.
- Ability to work under stress and handle stressful situations and demonstrate d success.
- Strong analytical and problem solving skills.
- Demonstrated experience, comfort and skill in organizing and presenting financial information in understandable format.
- Ability to operate personal computer software programs, specifically Microsoft Word and Excel and to use mainframe financial software programs (Yardi) to compile reports and store data.
- Ability to deal successfully with members of the financial community.
- Must possess a valid Ohio driver’s license and show evidence of personal vehicle insurance.
- Physical Demands
 Fingering: Picking, pinching or otherwise working with fingers.
 Talking: Expressing or exchanging ideas by means of spoken words.
 Hearing: Perceiving the nature of sounds by the ear.
 Reaching: extending the hand(s) and arm(s) in any direction.
 Handling: seizing, holding, grasping or otherwise working with hands
 Standing: remaining on one’s feet in an upright position.
 Sitting: remaining in the normal seated position.
- Vision Requirements
 Near Acuity: Ability to see clearly at 20 inches or less.
 Depth Perception: ability to judge distance and space relationships
 Accommodation: ability to adjust vision to bring objects into focus.
- Mental Demands
 Mathematical Reasoning
 Memorization
 Oral Comprehension
 Written Comprehension
 Spatial Orientation
- Environmental Conditions
 Subject to many interruptions. Stress related to active position due to internal and external deadlines.

A combination of appropriate education and experience may be substituted for the minimum educational requirement.

Interpretation (policies, procedures, or practices)

Must follow, GAAP/GASB, LITHC, HUD and SMHA policies and procedures. Interprets and applies federal, state, and local regulations, SMHA policies and procedures to all aspects of the position. Extensive independent thinking and problem solving required meeting deadlines with appropriate information. Recommend internal policy and procedure changes.

Internal/External Contacts

Often has contact with tenants, banks, and HUD personnel; contacts with vendors and suppliers; internal contacts with Executive Director and other division directors. Some contact with NAHRO, GFOA and various other associations for gathering and sharing information.

Scope of Responsibility

Problem Solving

Solves problems of balancing financials reports and each subsidiary ledger, budgets, budget compliance, policy and procedure compliance, changing computerized reporting systems for finance and other administrative areas (i.e. pension plan, new policies and procedures).

Decision Making

Recommends final budgets, large contracts, and new programs.

Nature of Supervision

Reports to the FM Director and meets required responsibilities with minimal direct supervision.

Working Conditions

Typical administrative stress including pressure from budget constraints, limited staff and equipment.

“At Will” Employment for Employees: The employment of probationary employees is terminable, at will and nothing expressed in the Personnel Policy or otherwise, either expressed or implied, shall create any promise or guarantee of continued employment.

The Springfield Metropolitan Housing Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SMHA will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS POSITION DESCRIPTION WAS RECEIVED, READ AND UNDERSTOOD BY ME.

SIGNATURE

DATE