

DRAFT

**FORT COLLINS HOUSING AUTHORITY
JOB DESCRIPTION**

Job Title: Senior Accountant (Supervisory) **Approved By:** Executive Director
Reports To: Chief Financial Officer **Approval Date:** July 2010
FLSA Status: Exempt

SUMMARY

Under the Direction of the Chief Financial Officer, performs professional accounting work of considerable difficulty and supervises staff members engaged in all facets of accounting for the Fort Collins Housing Authority (FCHA). Establishes accounting policies, procedures, controls and reporting systems in accordance with generally accepted accounting principles. Responsible for the overall integrity and accuracy of the accounting system. Performs related work as required or assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Primary responsibility for preparation of financial statements for FCHA and all managed entities.
- Ensures consistent, reliable and timely financial information is disseminated to the financial statement users and Executive Management Team.
- Primary responsibility for preparation of accounting records and schedules for audit use.
- Oversee completion of required financial reports for funding agencies, including primary responsibility for accuracy and timeliness of data maintained in the HUD Real Estate Assessment Center (REAC) system for all managed entities.
- Primary responsibility for timely completion of the month end close process.
- Prepare and/or review account analyses and monthly analytical reviews of balance sheets and income statements for FCHA and all managed entities.
- Monitor and controls an effective accounting system which provides various levels of management with appropriate and accurate financial reporting of operations in accordance with generally accepted accounting principles (GAAP) and practices.
- Prepare and post journal entries for more complex accounting areas.
- Direct the activities of team members (as assigned), including motivating, training, evaluating and providing formal and informal feedback.
- Responsible for cross-training and technical assistance to other accounting staff.
- Primary responsibility for identifying and implementing full capabilities of the accounting software (Yardi Voyager) to gain maximum efficiencies from the system.
- Develops, documents, and maintains thorough knowledge and understanding of accounting policies, financial systems, transaction processes, internal controls and chart of accounts.
- Prepares reports which summarize and forecast agency business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.

- Responsible for management of short-term operational cash balances in coordination with the Chief Financial Officer.
- Directly involved in preparation of budgets, reviews of budget proposals, and preparation of supporting documentation and justification.
- Assist in preparation of the budgets for new program or development proposals, as requested.
- Coordinate all operational tax reporting requirements to the Internal Revenue Service (IRS) including required payroll, accounts payable and tax-exempt transaction related reports.
- Ensures that annual Payments in Lieu of Taxes (PILOT), and all other tax related transactions, are appropriately identified, remitted and accounted for in a timely manner.
- Preparation of written discussion and decision documents for use in internal decision-making and external communication, as requested.
- Perform and/or coordinate all fee for service accounting activities conducted by the organization under contractual relationships to obtain maximum efficiencies while maintaining accuracy and timeliness of information.
- Other duties as assigned in support of the mission of the Fort Collins Housing Authority.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in the Accounting Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience** – Bachelor's degree from an accredited college or university program in accounting, finance or related field with eight (8) or more years experience in Accounting/Audit and a minimum of three (3) years of supervisory/managerial experience; Certified Public Accountant or other professional accounting certification preferred; or equivalent combination of education and experience.
- **Language Skills** – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information, both orally and in writing, and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills** – Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

- **Reasoning Ability** – Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Colorado Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.