
JOB DESCRIPTION

JOB TITLE: Accountant II
EXEMPT: Yes
SALARY LEVEL: 4 **Minimum:** \$63,330.78 **Maximum:** \$82,331.34
EMPLOYEE REPORTS TO: Finance Manager, or Comptroller, or Senior Accountant
BARGAINING STATUS: Exempt
PREPARED BY: DS **DATE:** 02/2016
APPROVED BY: **DATE:**
EXPIRATION DATE: May 13, 2022

JOB SUMMARY

The Accountant II will be responsible for the general accounting and financial control functions of the organization's Housing Authority, Not-For-Profit and For-Profit entities and/or any ancillary/subsidiary organizations/projects that are directed or closely supervised by the organization. As well as the preparation of reports and statistics reflecting earnings, profits, cash balances, and other financial results for the assigned Programs, Funds, General Ledger accounts and/or Activities.

The incumbent will implement Generally Accepted Accounting Principles (GAAP) and HUD-approved requirements (where applicable) to ensure that financial and operational reports accurately reflect the condition of the business, and provide reliable information necessary to control operations.

This position is responsible and accountable for the accuracy and correctness of financial information and timeliness of presentation of information and reports. Incumbents in this position are expected to require less supervision than an Accountant I incumbent.

ESSENTIAL FUNCTIONS

1. Oversees the General Ledgers for one or more of the organization's programs, including but not necessarily limited to: Low Income Public Housing, HAP, Capital Fund, Hope VI, Development, ROSS, State and City programs, Real Estate Development projects, ancillary/subsidiary organizations, other. Each Accountant will be responsible for multiple funds and/or grants.
2. Implements general accounting, property accounting, budgeting and internal control protocols to ensure that transactions are recorded in accordance with GAAP, HUD-requirements and the financial requirements established by the CFO.
3. Interprets operating results as they affect the financial aspects of the Authority and makes specific recommendations to their Supervisor which will result in cost reduction and profit improvement.
4. Monitor accounts for the correct and accurate accounting classifications of all expenditures and documents, including capital and others.
5. Assists in preparing for all HUD, Tax Credit and independent audits and/or reviews.
6. Assists in the preparation of statistics for periodic and yearly financial statements, including the preparation of charts and graphs showing progress, conditions and results.

7. Assists in the in the design and implementation of accounting-related computer applications.
8. Prepare a variety of regular and special reports and analyses as needed by the organization.
9. Process accounts payable
10. Prepare cost allocations
11. Prepare and review journal entries.
12. Prepare and process non-routing transactions.
13. Prepare and review journal entries.
14. Prepare and process non-routing transactions.
15. Perform bank reconciliations.
16. Closes general ledgers.
17. Prepare and issue required monthly, quarterly and year-end financial statements, prepare and analyze budget to actual reports, analyze and reconcile accounts and comments on significant variances or trends.
18. Work closely with the operating departments on the preparation of operating, capital, development, and/or cash budgets to issue periodic cost center operating statements. Develops recommendations to maintain budget controls.
19. Carrying out the organization's accounting policies and or ensuring compliance with, assisting other departments in forecasting personnel and financial needs, accelerating cash receipts and controlling disbursements, overseeing bank balances, maintaining lines of credit and banking relationships, recommending investment vehicles (and coordinating cash needs with investments), establishing and maintaining credit and collection procedures, and evaluating and implementing computerized accounting system
20. Prepare and/or review a variety of federal and state tax returns and/or reports as required.
21. Assists in reviewing the organization's accounting and administrative methods, systems, controls and policies and recommends improvements to increase overall effectiveness.
22. Maintains a high level of expertise in the field of housing, HAP and/or Real Estate accounting as required.
23. Outlines and monitors cash-flow.
24. If required, prepares all information for LOCCS drawdowns and serves as backup to the LOCCS Officer for all HUD grant programs (CGP, PHDEP, etc.). Draws down funds.
25. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelors Degree in accounting, finance or related field.
- A minimum of four (4) years of experience as an Accountant, ideally gained through employment in a Real Estate Development Company.

- Certified Public Accountant preferred.
- Familiar with accounting for Development Projects and interrelated organizations/programs creating intercompany/related party transactions,
- Experience with processing Accounts Payable, Revenue Collection, Journal Entry Processing, General Ledger reviews, Budget preparation and monitoring, Financial Statement preparation and review.
- Working knowledge of manual and automated computer systems, well-developed financial analysis capabilities, and demonstrated ability to manage microcomputer operations and applications.
- Sound administrative skills.
- Excellent communication skills, written and verbal.
- Hands on experience using a personal computer system and Microsoft programs.

PERSONAL CHARACTERISTICS

- High energy level, comfortable performing multifaceted projects in conjunction with normal activities.
- Strong analytical and reasoning abilities.
- Superior numeric skills.
- Well organized.
- Well-developed interpersonal skills.
- Ability to establish credibility and be decisive, but able to recognize and support the organization's preference and priorities.

APPLICATION AND SUBMISSION

ELM CITY COMMUNITIES, HANH RESERVES THE RIGHT TO CONSIDER APPLICATIONS AND RESUMES UPON RECEIPT AND MAKE EMPLOYMENT DECISIONS ACCORDINGLY.

All applications and/or resumes must be in the Human Resource Office on or before April 4, 2018

Resume submission without applications to HANH at 360 Orange Street, New Haven, CT 06511, Fax number (203) 497-8202, e-mail to jobs@newhavenhousing.org. Job descriptions & Applications may be obtained at, elmcitycommunities.com. The Housing Authority accepts applications only for positions it is trying to fill. If an applicant requires further information, please call the HR Office at (203) 498-8800 Ext. 1022, or TDD number (203) 497-8434, between the hours of 9:00 - 5:00 p.m. weekdays. Disabled are encouraged to apply.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V

ADDENDUM TO ACCOUNTANT II POSITION – Mar 2018

This particular posting is for an individual to work on accounting related activities for The Glendower Group, Inc. and/or 360 Management Group, Inc and the development projects or the third party properties that are managed. A background in either of these disciplines (construction/development and/or property management accounting) is highly desired, along with very good excel and other productivity tool skills.