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## **JOB DESCRIPTION**

**JOB TITLE:** Senior Accountant  
**EXEMPT:** Yes  
**SALARY LEVEL: 4**     **Minimum:** \$73,783.74     **Maximum:** \$98,379.00  
**EMPLOYEE REPORTS TO:** Vice President Finance  
**BARGAINING STATUS:** Exempt  
**PREPARED BY:** DS     **DATE:** 09/2010  
**APPROVED BY:**     **DATE:**  
**EXPIRATION DATE:**     **Open Until Filled**

### **JOB SUMMARY**

Responsible for the general accounting and financial control functions of the organization and/or any ancillary/subsidiary organizations/projects that are directed or closely supervised by the organization, and 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. Implements HUD-approved requirements and Generally Accepted Accounting Principles (GAAP) to ensure that financial and operational reports accurately reflect the condition of the business, and provide reliable information necessary to control operations. Each Senior Accountant will be responsible for multiple funds and/or grants and/or accounts, and perform the functions required to produce accurate financial information from sub-ledgers, general ledgers and reports in relation to their assigned funds/grants/accounts. The Senior Accountant may supervise and train other staff. This position reports directly to the VP Finance or his/her designee and interacts significantly with the SR. VP Finance, IT and Administration, other members of the Finance Department and third party entities.

This position is responsible and accountable for the accuracy and correctness of financial information and timeliness of presentation of information.

### **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 for the Finance Department.
3. Interprets operating results as they affect the financial aspects of the Authority and makes specific recommendations to the VP Finance and SVP Finance 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 the VP Finance and SVP Finance in preparing for all HUD and independent audits.

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 the SVP Finance, VP Finance and the I.T. department 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. Perform bank reconciliations.
14. Closes general ledgers.
15. 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. Prepare financial related reports on various company operations.
16. 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.
17. 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.
18. Prepare and/or review a variety of federal and state tax returns and/or reports as required.
19. Assists the SVP Finance and VP Finance in reviewing the organization's accounting and administrative methods, systems, controls and policies and recommends improvements to increase overall effectiveness.
20. Maintains a high level of expertise in the field of housing, HAP and Real Estate accounting.
21. Outlines and monitors cash-flow.
22. 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.
23. Performs other related duties as assigned.

## **ADDITIONAL RESPONSIBILITIES**

Other responsibilities include working with the organizations departments, outside investors, lawyers, accountants, financial analyst and others in relation to projects and initiatives for the organization. Assisting the SVP Finance and FVP Finance with Strategic Planning and Action Plans.

## **EDUCATION AND EXPERIENCE**

- Degree in accounting, finance or related field.
- A minimum of six (6) years of experience as an Accountant, ideally gained through employment at a public housing authority.
- Certified Public Accountant preferred.
- Knowledge of legal, tax, accounting, financial and management principles and laws is required.
- Familiar with HUD and or governmental accounting practices, Low Income Housing Tax Credit, IRC Section 42, the financial reporting requirements of Section 42 of the Internal Revenue Code and of the Connecticut Housing Finance Agency and other related areas is a plus.
- Experience with processing Accounts Payable, Revenue Collection recording, Journal Entry Processing, General Ledger postings and reviews, Budget preparation and monitoring, Financial Statement preparation and review, multiple cost centers, allocation processes and complex financial transactions required.
- 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
- Position Addendum: This open position will primarily work with Real Estate Development type transactions and Property Management transactions for Tax Credit Properties or other Non-ECC/HANH owned Real Estate.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- 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, THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN RESERVES THE RIGHT TO CONSIDER APPLICATIONS AND RESUMES UPON RECEIPT AND MAKE EMPLOYMENT DECISIONS ACCORDINGLY UNTIL ALL POSITIONS ARE FILLED.**

*All applications and resumes must be in the Human Resource Office on or before*

Job descriptions & Applications may be obtained from HANH at 360 Orange Street, New Haven, CT 06511. Resume submission without applications to the address above, Fax number (203) 497-8202, e-mail to [jobs@newhavenhousing.org](mailto:jobs@newhavenhousing.org), or (203) 497-8434, TDD 711 between the hours of 9:00 - 5:00 p.m. weekdays. Elm City Communities, HANH 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. 1025. Disabled are encouraged to apply.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/V**