

# ACCOUNTANT

## Code No. 2350

### GENERAL DESCRIPTION OF RESPONSIBILITIES

The Accountant position is responsible for preparing, maintaining and communicating financial records for the organization. Financial records include the financial and operational information underlying the financial records and the information systems used to process, maintain and communicate these records. Specific areas of responsibility and specific functions within those areas will be assigned as deemed appropriate by the Finance Director. The position is part of the Finance Department and responsible to the Finance Director.

### TYPICAL EXAMPLES OF RESPONSIBILITIES

#### Areas of Responsibility – Examples

- Revenue and Accounts Receivable
- Expenditures and Accounts Payable
- Treasury
- Fixed Assets
- Payroll and Personnel
- Business Units
  - Public Housing
  - Resident Services
  - Housing Choice Voucher Program
  - Community Revitalization
  - Central Office
- Internal Control

#### Preparation of Financial Records

- Preparation and processing of financial transactions
- Entry of financial transactions into information systems
- Improvement of processes and systems associated with preparation of financial records

#### Maintenance of Financial Records

- Reconciliation (to both internal and external sources) of all accounts and operational information associated with assigned areas (to both internal and external sources)
- Understand and maintain information systems related to assigned areas

#### Communication of Financial Records

- Preparation of internal and external operational and financial reporting
- Preparation of information for audit or other examination of records
- Analysis of operational and financial information
- Serve as resource to operational personnel regarding assigned areas

### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounting and general concepts regarding transaction processing especially as it relates to the need for ensuring internal control
- Skill in performing responsibilities to ensure accuracy and timeliness
- Ability to understand and operate in an automated operating environment
- Ability to communicate effectively, both orally and written

### EDUCATION, TRAINING AND EXPERIENCE

- Education or training in accounting or related subject matter required
- Experience in automated information systems and office software required
- Bachelor degree in accounting or related subject matter preferred
- Education and experience will be considered jointly in satisfying this requirement