

**FRANKLIN COUNTY REGIONAL HOUSING
AND REDEVELOPMENT AUTHORITY
42 CANAL ROAD, TURNERS FALLS, MA 01376**

TELEPHONE: (413) 863-9781

JOB DESCRIPTION

JOB TITLE: **STAFF ACCOUNTANT**

JOB CLASS: Full Time; Non-Exempt

JOB SUMMARY: Under the supervision of the Director of Finance, the Staff Accountant will perform tasks in all facets of the financial and accounting functions of the HRA and its related entities; and compiles, prepares and maintains financial data and records, ensuring that all financial data are recorded in accordance with generally accepted accounting principles and consistent with established policies and procedures, for a moderately large and complex agency.

GENERAL RESPONSIBILITIES:

1. HRA is a public agency operating for the benefit of all citizens. Personnel shall conduct themselves in a manner respectful of all clients and shall adhere to HRA's mission and goals. Personnel shall act in such a way as to create a positive image of the Agency.
2. Personnel will act in a professional manner while relating to HRA staff, clients and business contacts seeking to resolve differences or complaints through appropriate agency procedures.
3. All personnel are responsible for adherence to HRA personnel policies, including the prevention of conflict of interest, misuse of funds, or abuse of trust and are responsible for reporting known misconduct to an Executive officer.
4. All personnel shall respect the legal and moral rights and privacy of confidential information due all clients and are responsible for upholding HRA's affirmative action policies.

PRINCIPAL DUTIES:

1. Understand and be responsible for all aspects of HRA's programs and grants.
2. Maintain the HRA financial records, journal entries, including posting to ledgers from journals and close each month on a timely basis.
3. Create and post adjusting journal entries, and create and post monthly recurring journal entry transactions to the ledgers from the various journals.
4. Understand and be responsible for all aspects of grant management (draw downs, A/P, reporting) including the CGMS Internet-based reporting for DHCD's CDBG program for assigned grants.

5. Account Analysis- Reconcile various accounts within the general ledger to ensure their accuracy (e.g. prepaid expenses, prepaid insurance, security deposits).
6. Prepare and balance Bank statements for assigned accounts.
7. Track and prepare Monthly Payroll adjustments
8. Bill Management fees to various corporations managed by the HRA
9. Prepare complex monthly journal entries for retirement, health insurance, workers compensation based on salary distribution.
10. Preparation of weekly CDBG accounts payable with cash requirements and accompanying check(s).
11. Backup for Accounting clerk for the Authority's state and federally funded rental assistance programs; oversee preparation of monthly housing assistance payments to landlords.
12. Compile data as assigned for annual audits.
13. Follow-up on collection of outstanding debts by tenants, vendors, landlords and other parties.
14. Reconcile monthly Rent rolls
15. Prepare monthly cash receipts journal for HRA or corporation(s) managed by HRA, as assigned
16. Prepare and create journal entry for distribution of monthly interest earned.
17. Perform other related duties as required by the Director of Finance, Assistant Director of Finance, Assistant Executive Director and Executive Director.

SUPERVISION RECEIVED: The Staff Accountant works directly under the supervision of the Director of Finance or the Assistant Director of Finance in the Director of Finance's absence.

SUPERVISION GIVEN: None

GENERAL QUALIFICATIONS:

- 1) Understanding of statutory reporting standards and procedures supported by strong operational accounting competence.
- 2) Ability to examine and verify financial documents and reports.
- 3) Ability to interpret complex state and federal regulations and program requirements.
- 4) Ability to communicate clearly and concisely, orally and in writing.
- 5) Knowledge of Generally Accepted Accounting Principles and Practices.

- 6) Ability to analyze data and make conclusions quickly and accurately.
- 7) Ability to maintain books of account for a variety of programs, following standardized accounting practices, including posting to general ledgers from various journals, and obtaining monthly trial balances, and producing basic financial statements.
- 8) Ability to follow written and oral instructions, including accounting manuals supplied by HRA, and memoranda from government funding sources, the Internal Revenue Service and the MA Department of Revenue.
- 9) Ability to operate office machines, computer with a variety of standard software programs, calculator, typewriter, photocopier, postage machine and check signer.
- 10) Ability to work in a cooperative and collaborative manner

EDUCATION AND EXPERIENCE:

1. Degree in Business Administration, Accounting or related field and 1 year experience in a similar position in a public agency or non-profit organization of a size and complexity comparable to HRA, or some college with 6 years experience in all aspects of general accounting.
2. Experience with not-for-profit accounting preferable
3. Knowledge of state and federal funding sources helpful.
4. Successful experience with computerized accounting systems required, must have good knowledge of Microsoft Excel and Word

OTHER: Have access to reliable transportation.

JOB TERM, PAY, BENEFITS: This position is funded through the current fiscal year (through September 30). Franklin County Regional Housing & Redevelopment Authority is funded substantially by government programs, which will be changed, modified or deleted from time to time. While no assurance of permanent employment can be made, it should be noted that HRA has a history of stable funding and program expansion.

Salary and benefits are according to state and federal law; Board approved personnel policies and budget. HRA is an Equal Opportunity/Affirmative Action employer.

Board Approved: PENDING_____