

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

TELEPHONE: (413) 863-9781

JOB DESCRIPTION

JOB TITLE: COST ACCOUNTANT
JOB CLASS: Part-Time; Non-Exempt 15-18 hours per week

JOB SUMMARY: The Cost Accountant will be responsible for the general maintenance and upkeep of fiscal records for a moderately large and complex construction program. Standardized accounting practices and procedures are required to ensure accuracy in the use of a computerized accounting system. The Cost Accountant must exercise a great deal of judgment in posting and verifying entries. Trial balances are to be developed monthly and converted to financial reports.

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. Maintain labor construction logs for tracking costs.
2. Create and post adjusting journal entries, and create and post monthly recurring journal entry transactions to the ledgers from the various journals.
3. Account Analysis- Reconcile various accounts within the general ledger to ensure their accuracy. (e.g. Prepaid Expenses, Prepaid insurance, Construction in Progress)
4. Prepare monthly closing entries with necessary accrual entries.

5. Manage assigned checking/savings/investment/loan account(s), including transfers, to insure adequate cash flow; reconcile or monitor reconciliation of bank statements, record and make deposits.
6. Ensure costs are attributed to proper chart of account numbers.
7. Maintain various Excel spreadsheets.
8. Prepare monthly financial operating statements, reports, and year-end reports for use by staff, Board, State and Federal agencies, for several corporations.
9. Perform other related duties as required by the Director of Finance, Assistant Executive Director and Executive Director.

SUPERVISION RECEIVED: The Cost Accountant works directly under the supervision of the Director of Finance.

SUPERVISION GIVEN: None

GENERAL QUALIFICATIONS:

- 1) Knowledge of double entry accounting principles and practices.
- 2) Knowledge of cost accounting in construction.
- 3) Good working knowledge of Microsoft Excel.
- 4) Ability to analyze data and make conclusions quickly and accurately.
- 5) Ability to maintain books of account for a complex construction program, utilizing standard cost accounting methods, up to and including posting to general ledgers from various journals, creating monthly closing entries, obtaining monthly trial balances, and producing financial statements.
- 6) Ability to follow written and verbal instructions, including accounting manuals supplied by HRA, and memoranda from government funding sources, the Internal Revenue Service and the MA Department of Revenue.
- 7) Knowledge of fund accounting.
- 8) Ability to operate office machines; computer with a variety of standard software programs, calculator, typewriter, and photocopier.

EDUCATION AND EXPERIENCE:

1. Associates Degree in Accounting plus two (2) years experience, preferably in a construction environment.
2. Experience with computerized accounting systems, Microsoft Excel and Word
3. Successful experience with computerized accounting system.

4. Experience with state and federal funding sources helpful.
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: _____