



Accountant II

Murphysboro, IL (<http://maps.google.com/maps?q=300+N.+7th+Street+Murphysboro+IL+62966>)



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Job Type

Full-time, Full-time

Description

The Jackson County Housing Authority provides decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities and related programs. The public housing available comes in all sizes and types, from scattered single-family houses to high-rise apartments. The Housing Choice Voucher program works with private landlords and eligible low-income individuals and families to provide housing opportunities. The Housing Authority strives to work with its residents to instill pride and provide social services assistance to improve their quality of life.

The Housing Authority currently seeks an Accountant II. This position is full-time with working hours 8:00 a.m. - 5:00 p.m., Monday-Friday with the flexibility to work from home on occasion. The Housing Authority offers a competitive and generous benefits package that includes employer-provided health/dental/vision/LTD/STD/Life insurance, 15 paid holidays, paid time off, and a retirement contribution to a Money Purchase Plan.

The Accountant II performs professional-level accounting functions needed to assure the operational and financial effectiveness of the Housing Authority and its related entities. The Accountant II is responsible for a variety of accounting, auditing, and general finance duties related to fixed assets, budgeting, monthly reconciliations, procurement, vendor contracts, and miscellaneous programs.

This position requires an individual who is detail-oriented, organized, and number-literate. This position also requires that the individual has strong keeping records skills and is a self-starter who is able to adhere to deadlines and follow through.

Major Duties and Responsibilities

1. Perform financial accounting, analysis, and reporting in accordance with Generally Accepted Accounting Principles (GAAP) and fund accounting for the Housing Authority, including day-to-day accounting functions.
2. Oversees the maintenance and analysis of general ledger internal controls, including policies and procedures to ensure appropriate processing, completeness, and accuracy of authorized transactions as necessary to conform to HUD (Housing and Urban Development) requirements.
3. Duties require broad conceptual judgment, initiative, and the ability to deal with complex accounting issues.
4. Manage preparation and analysis of financial statements such as balance sheets, trial balances, statements of income and expenses, and cash flow statements.
5. Account analysis including the preparation of required journal entries including insurance, monthly accruals, debt service payments, capital lease amortizations, notes receivable, taxes, etc.
6. Allocation entries for bank reconciliation and general ledger.
7. Lead the daily processing, month-end, and year-end close of various ledgers and funds, including submission of same to HUD as required.
8. Post all receipts, Housing Choice Vouchers, public housing subsidies, and grant activity.
9. Oversee daily cash management of bank accounts.
10. Resolve account discrepancies by investigating documentation, issuing stop payments or adjustments.
11. Maintain records of newly purchased property and equipment.
12. Assist in the implementation and operation of internal and external audit functions.
13. Proof and reconcile the accounting batches and upload them to the general ledger.
14. Request operating subsidy from the Treasury through HUD's LOCCs program.
15. Provide information and support disclosure requirements in SEC and Regulatory filings as requested.
16. Analyze and interpret company financial forecasts and results.
17. Work with Administration to develop initiatives that increase revenue opportunity or decrease expense, budget completion, and strategies.
18. Assists with the completion of the annual budget and inputs data into financial software.
19. Ensure compliance with laws and regulations related to assigned operations.
20. Develops and maintains a filing system for financial information, lists of property and equipment, and records to ensure the ready availability of financial documentation.
21. Maintain and manage contract and purchase order files, ensuring proper archiving of necessary records; assist with responses to public disclosure requests of contracting and purchasing documents.
22. Act as the Procurement Manager for the Housing Authority by providing agency-wide by managing the contracting and purchasing functions to ensure compliance with applicable laws and regulations in a manner that will ensure satisfactory audits; ensure sufficient internal controls are in place to prevent abuse and potential fraud.
23. Develop standardized solicitation and bidding documents and procedures to ensure a transparent, open, and fair selection process, and ensure that, in addition to obtaining goods and services at competitive prices through responsive bids and proposals, social equity and other strategic policy objectives are met.

24. Develop standardized contracts and purchase orders for the Housing Authority procurement needs that comply with applicable federal and state statutes and regulations and protect the Housing Authority's interests for all departments.?
25. Assists with the management of the contract payments process to ensure accuracy and fiscal responsibility.
26. Oversee and monitor insurance claims and related construction and repair work in conjunction with the Director of Property Rehabilitation.
27. Within the constraints of applicable laws, develop and implement programs and mechanisms to encourage the utilization of women and minority-owned businesses (WMBEs), small businesses, socially and economically disadvantaged businesses, and HUD Section 3 businesses. Prepare all required reports for these programs.
28. Manage the monitoring and enforcement of prevailing wages paid to construction workers on the Housing Authority's projects and projects in which it partners, ensuring that sufficient field interviews of workers, review contractor and subcontractor payrolls in a timely manner consistent with federal and state laws and regulations, and those investigations for potential fraud and underpayments are conducted fairly and accurately.
29. Coordinate prevailing wage information requests and reporting between HUD and the Housing Authority. Ensure that monitoring and enforcement efforts meet audit standards for compliance. Direct the preparation of, and approve, the semi-annual report to HUD on prevailing wage underpayments and restitution.?
30. Analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. Prepare and submit accounting entries and financial reports as needed for construction, capital fund, and other projects.
31. Acts as the financial software expert for all General Ledger processing activity, Chart of Accounts, Capital Assets, and related issues; Recommend and implement process and technology improvements.
32. Attend and actively participate in all staff meetings and training, as required.

Requirements

Knowledge, Skill, and Abilities

1. Approach problems proactively with a solution focus.
2. Knowledge of GAAP principles.
3. Proficiency in Microsoft Office Suite.
4. Strong quantitative and analytical skills, and the ability to perform complex analysis.
5. Self-motivated with excellent interpersonal skills and the ability to balance multiple projects effectively in a multifaceted, fast-paced environment while meeting target dates.
6. Strong documentation skills.
7. Ability to maintain strict confidentiality of business information.
8. Ability to prepare informative financial reports and to plan, organize, direct, and evaluate the work of subordinates, federal and local officials, and the public.
9. Experience working with large accounting, budgeting, or statistical software systems, preferred.

10. Knowledge and experience developing budgets and ongoing reporting.
11. Ability to adhere to standard accounting methods, procedures, forms, and records.
12. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public.
13. Ability to maintain exacting and often voluminous accounting records and to prepare accounting reports and statements of some complexity.
14. Excellent communication and interpersonal skills. Ability to communicate with and relate to persons of diverse backgrounds and abilities and to establish and maintain effective working relationships with participants, proprietors, and the public.

Employment Requirements

1. Ability to pass federal, state, and local criminal investigation clearances
2. Ability to pass a drug screening
3. Ability to pass a credit check
4. Valid Illinois Driver's license with the ability to become insured under the agency's insurance policy

Education Requirements

1. Bachelor's degree or higher from an accredited university in the fields of accounting, finance, business administration, economics, or related field, strongly preferred
2. Relevant work experience may be considered in lieu of education
3. Recent Public Accounting experience preferred
4. 3+ years of relevant experience in federal and/or HUD procurement procedures and requirements preferred

Salary Description

\$40,000 - \$55,000

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