



JOB DESCRIPTION

ACCOUNTING COORDINATOR

Division: Administration

Reports To: President/Chief Executive Officer (CEO)

POSITION SUMMARY:

Under the direction of the President/CEO, the Accounting Coordinator is responsible for maintaining financial and accounting operations, to meet legislative requirements and support operations for the Authority. The Accounting Coordinator is responsible for preparing financial statements, maintaining cash controls, managing the payroll, purchasing, and maintaining accounts payable. The Accounting Coordinator must work with the Financial Management Act, Procurement Policies, and Procedures and in compliance with all Federal and State Tax Laws.

(NOTE: Failure to provide adequate services may result in lost or misused revenues, inaccurate financial statements and financial problems for employees, contractors, and suppliers if the payroll and/or accounts payables are not processed in an accurate and timely manner.)

MAJOR DUTIES AND RESPONSIBILITIES:

1. Assisting with preparation of the budget.
2. Implementing financial policies and procedures to ensure the safeguarding of all Authority funds.
3. Establishing, maintaining and reconciling the general ledger.
4. Monitoring cash reserves and investments.
5. Establishing, monitoring and maintaining supplier accounts.
6. Processing supplier invoices.
7. Ensuring data is entered into the accounting system in an accurate and timely manner.
8. Overseeing issuance of checks to satisfy all accounts payable.
9. Acting as Liaison between the Authority and the Authority's fee accountant firms.
10. Ensuring security of all checks and credit cards and verifying charges.
11. Preparing end of the year tax statements.
12. Assisting with the annual audit process.
13. Maintaining the computerized Housing System.
14. Maintaining financial files and records.
15. Overseeing the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all financial data and funds.
16. Making deposits and reconciling bank accounts.



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17. Ensuring employee electronic files are established and maintained in the computerized accounting system.
18. Performing other related duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Computer skills including the ability to operate computerized programs, including accounting, word processing, spreadsheet and database management programs.
2. Knowledge of accounts payables and accounts receivables including payroll.
3. Knowledge of generally accepted accounting principles and reporting.
4. Knowledge of fund accounting.
5. Experience in preparing and interpreting accounting statements.
6. Knowledge of Authority policies and procedures, particularly as they pertain to financial and asset management.
7. Knowledge of Department of Housing and Urban Development (HUD) rules and regulations that apply to financial and asset management
8. Supervisory, leadership and team building skills.
9. Ability to communicate effectively.

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Management, Accounting, Business Administration, or closely related field.
2. Minimum of five years of experience in accounting practices.
3. Any equivalent combination of education and experience as described in the two previous statements.
4. Must be bondable.
5. Must possess a valid driver's license and be insurable.