



{Accounting Manager}

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Job Post Intro

Are you looking for a company that feels like a family but produces results like a fortune 500 company? Do you desire your accounting skills to play a key role in the betterment of not only the company but those within the community they serve? Are you ready to lock in the job that you can partner with for the rest of your career?

Intro for Company

Loveland Housing Authority provides low and moderate income residents of Loveland with opportunities for home and community through housing. The Loveland Housing Authority's values guide the way we work with our business partners, our community, and with each other. In order to achieve LHA's goal of always being customer and mission focused, our staff is encouraged to be innovative, entrepreneurial, opportunistic, and collaborative. In return, LHA is committed to being a family friendly employer that promotes an open, honest, diverse, and inclusive environment.

<https://lovelandhousing.org>

Summary of Responsibilities

Responsible for the day-to-day supervision and management of the Accounting Department. Responsible for the complex technical and professional accounting functions related to the multi entity/ multi fund nature of the authority. Requires the understanding and application of governmental, non-profit, and general accounting theory in maintaining accounting records, designing accounting systems and producing financial reports. Supervises, trains and directs the activities of personnel within the accounting staff.

Essential Functions

- Responsible for Operating and Development accounting systems for all entities and funds within the authority, including new entity/fund development.
- Maintains a full understanding of each entity type and the funds within each entity, including the inter and intra fund relationships. Including accuracy and timeliness of all accounting functions under direct supervision.
- Maintains balancing sets of books for each Entity/ fund providing journal entry support as needed.
- Responsible for Capital Projects tracking and reporting including financial reports design, maintenance, and reconciliation.



- Provides professional advice to others in the resolution of difficult accounting problems and answers questions from other personnel concerning accounting policies and procedures.
- Main point of contact for the financial audits. Supervises and participates in the audit process and provides support to Auditors for all funds and entities.
- Responsible for the annual aggregate budget process and document. Provides and participates in the coordination and development of the annual aggregate budget including collecting project budget information from various departments, providing guidance to departments and ultimately providing the preliminary document.
- Responsible for all accounting functions for development projects. Construction Draws, financial reporting including compiling back up documentation for all development costs and sources of funds.
- Provides financial reports to departments, Board of Directors, state and federal agencies (HUD,/REAC, etc.) and other internal and external users by compiling and verifying information related to grant agreements, budgets, general ledger account balances, revenues, and expenditures.
- Serves as the point of contact for financial inquiries related to the Authority including operating, grants, development and capital projects.
- Works closely with the Housing Department to assure correct and accurate posting to the general ledger.
- Attends various supervisors, managers, staff meetings, providing support from the accounting aspect and provides guidance as needed
- Design efficient accounting processes and internal controls for accounting in coordination with other departments as needed.
- Responsible for capability and capacity review of accounting/housing computer systems.
- Responsible for the direct supervision of Accounting staff. This includes all phases of the recruiting and hiring process, training and career development, employee performance coaching, evaluations, disciplinary, complaints and solving problems including appropriate documentation.
- Attends board meetings or partner agencies meetings as needed.
- Ensures accounting system is compliance with GAAP, GASB, Nonprofit, state and local laws and regulatory requirements.
- Establishes goals and objectives for the accounting department, including financial measurements
- Maintains and reviews internal controls, administrative security control

Education, Experience, and Skills Required

- Bachelor's Degree in Finance, Accounting, or related field required; Masters preferred. Minimum of five (5) years of progressive experience relevant to the essential job functions with three (3) years supervisory experience required. An equivalent combination of education and/or experience may substitute for education requirement on a year-for-year basis. Public sector experience preferred.



Compensation

- 85k – 105k annually
- Benefit Package (Health, Dental, Vision, Retirement, etc)
- Relocation Assistance

Personal characteristics needed to be successful in this role

- Detail Oriented
- Love for Accuracy
- Leadership and Team Development
- Process Driven
- Collaborative
- Problem Solving

How to Apply

- Submission of Resume and Cover Letter are required

We have a formal recruiting process and have a relationship with Zephyr Recruiting LLC, whom we use for the screening and hiring process. If you are selected for the next step you will get instructions from Bryan Williams within 3 days of your submission. Everyone will be contacted.

Loveland Housing Authority provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, {Company Name} complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.