



Job Title: Accounting Supervisor
Department: Accounting
Reports To: Director of Finance
Position Classification: E04
Approved Date: Jan 2023

General Statement of Duties:

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 Housing Authority and related entities. Requires the understanding and application of governmental, nonprofit, 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.

Examples of Job 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, the inter and intra fund relationship and responsible for accuracy and timeliness of all the above systems.
- 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 practices, policies and procedures.
- Main point of contact for the financial audits. Supervises and participates in the day-to-day audit process and provides support to Auditors for all funds and entities.
- Supports Finance Director with the annual aggregate budget process. Provides and participates in the coordination and development of the annual aggregate budget including collecting project budget information from various departments, providing technical guidance to departments and ultimately providing the preliminary document.
- Responsible for the 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, City, state, federal and other internal and external partners 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 day-to-day accounting including operating, grants, development, and capital projects.
- Works closely with the Housing Department to assure correct and accurate posting to the general ledger for rents, and tenant related charges.
- 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 software systems
- Responsible for the direct supervision of accounting staff. This includes recruiting and hiring process, training and career development, employee performance coaching, evaluations, disciplinary, complaints and solving problems including appropriate documentation.
- Ensures accounting system is compliance with GAAP, GASB, Nonprofit, state and local laws and regulatory requirements.
- Establishes key performance indicators for the accounting department.
- Identifies and recommends accounting systems that adhere to internal controls and administrative security.



Other Job Functions:

- Member of the Management Team, working on companywide strategies and issues.
- Provides support to the Director of Finance and Executive Director.
- Additional assignments as requested

Supervisory:

This position supervises nonexempt and non-supervisory exempt positions.

Carries out supervisory responsibilities in accordance with the organization's policies and procedures

Knowledge, skills and abilities:

Must possess strong leadership and supervisory skills, must be able to establish and maintain effective working relationships with subordinates, other employees, and partners. Ability to work effectively both independently and as a team member. Must possess excellent written and verbal communication skills including the ability to read, understand, interpret and explain organizational accounting principles to a variety of staff, and out side partners. Ability to demonstrate exceptional problem solving and conflict resolution skills and exercise excellent professional judgment. Must possess considerable knowledge of general office procedures and practices. Creativity and the ability to remain flexible in a changing environment. Proficiency in the use of computers and a wide variety of office software products including Microsoft Office: Excel, Word, PowerPoint and Outlook, custom programs, internet and email services. Ability to maintain absolute confidentiality of qualified information provided to the Authority or gained from audits.

Core competencies:

Accountability, Collaboration, Courtesy and kindness, Innovation, Integrity, Safety, Service

Education and/or experience:

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. An equivalent combination of education and/or experience may substitute for education requirement on a year-for-year basis. Public sector experience preferred.