

## Housing and Redevelopment Authority of St. Cloud

### Position Description

Job Title: Accountant Grade: 9  
Exemption Status: Non-Exempt Department: Finance  
Authorization: \_\_\_\_\_  
Executive Director  
Acknowledged: \_\_\_\_\_  
Employee Revised: November, 2021

### Job Specifications

<u>Factor</u>	<u>Level</u>
Education:	Bachelor's Degree
Job Related Experience:	2 years
Special Requirements:	Valid driver's license in the State of Minnesota
Supervision Given:	None
Supervision Received:	Finance Director

**Job Summary:** Under the direction of the Finance Director, the Accountant performs intermediate administrative work accounting for the HRA's housing voucher programs and other programs as assigned. This position conducts analysis of programs, projects, grants, and accounts; prepares, processes, submits, and/or maintains related records required for federal, state, and other agencies. This position provides back-up to the Senior Accounting Specialist, primarily in the areas of accounts payable and cash receipts.

### Essential Functions:

1. Reconciles grant funding and applicable expenses for assigned programs. Prepares and enters general ledger receipts and entries in accordance with generally accepted accounting principles, HUD requirements, and HRA policy. Contacts outside representatives when necessary.
2. Prepares monthly reports including, but not limited to: Voucher Management System (VMS) submissions, utilization tracking, funding schedules, cash analysis, reconciliations, and budget comparison reports. Makes amendments to past VMS submissions as necessary and communicates with HUD representatives to resolve issues as needed.
3. Maintains records of port-in-voucher (PIV) housing assistance payments made and reimbursements received from porting housing authorities. Reconciles accounts receivable and accounts payable for PIV fund. Maintains PIV receipts and communicates past due balance with the housing department. Communicates with initiating housing authorities regarding over/short payments owed.
4. Approves certain journal entries prepared by other staff.
5. Prepares financial information for periodic grant renewal documents and applications.

6. Collaborates, advises, and communicates with Voucher Programs department related to financial matters.
7. Assists the Finance Director in coordinating the external audit process for HRA and, assists in the preparation and interpretation of financial information, interim reports, and the Annual Financial Report in conformance with U.S. generally accepted accounting principles and HUD regulations. Gathers required information for unaudited and audited submissions for HUD's Real Estate Assessment Center (REAC). Assists Finance Director with the preparation of the HRA's budget.
8. Maintains current knowledge of federal, state, and local regulations for assigned programs.
9. Backs-up the Senior Accounting Specialist as necessary, primarily in the duties of accounts payable and cash receipts. Makes bank and mail runs as necessary.
10. Performs special projects under the direction of the Finance Director in all areas of accounting.

**Non-Essential Job Duties:**

- 11 Performs related work as required.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<i>Activity</i>	<i>Frequency</i>	<i>Activity</i>	<i>Frequency</i>
Sit	Continuously	Using hands to finger, handle or feel	Continuously
Repetitive motions	Continuously	Speaking or hearing	Continuously
Stand	Occasionally	Walk	Occasionally
Carry/Lift up to 50 lbs.	Occasionally	Climb/balance	Occasionally
Stoop, kneel, crouch or crawl	Occasionally	Reach with hands and arms	Occasionally
Pushing/pulling	Occasionally	Exposure to outdoor weather	Occasionally

**Vision requirements:** close vision; distance vision; ability to adjust focus; depth perception; color perception; peripheral vision

**Vocal communication:** required for expressing or exchanging ideas by means of the spoken word

**Hearing:** required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound

**Sensory utilization:** requires preparing and analyzing written or computer data; operating machines; operating motor vehicles or equipment; observing general surroundings and activities

**Noise level:** moderate