
ACCOUNTANT

Under the supervision of the Finance Manager, the Accountant is responsible for day-to-day accounting and control of DuPage Housing Authority (DHA) and Kendall Housing Authority (KHA) financial transactions. The Accountant position is specifically responsible for the accounts payable, accounts receivable and financial document management of DHA and KHA, including the timely recording and follow-up of tenant payback agreements and other related receivables, the accurate and timely issuance of checks and ACH transactions and general ledger account reconciliations of related accounts. The Accountant is responsible for working with other DHA employees in resolving of any discrepancies or control weaknesses in these areas. The Accountant position is also responsible for the efficient use of the Yardi system in processing payables, receivables and maintaining appropriate documentation on all related business processes.

QUALIFICATIONS:

Bachelor's Degree in Accounting or Finance preferred, or an associate's degree in Accounting with two years of related experience. Must possess strong mathematical and analytical skills, along with strong verbal and written communication skills. Ability to consistently produce accurate results and meet deadlines.

REQUIRED KNOWLEDGE:

Strong working knowledge accounting principles and a detailed understanding integrated financial system. Thorough understanding of financial controls and ability to implement needed controls within the organization. Knowledge and understanding of the operations of the Housing Choice Voucher Program and understanding of Housing Quality Standards. Ability to analyze financial transactions to ensure the reliability of published financial statements.

DUTIES AND RESPONSIBILITIES:

- Responsible for processing all DHA and KHA payments, including housing assistance payment transactions
- Processes and prints checks, processes and transfers ACH file for direct deposits, prints check register, institutes stop payments on lost checks if necessary, processes specific checks when needed, appropriately enters checks/refund adjustments into Yardi and ensure compliance with established internal controls
- Maintain the system database of all vendors with accurate supporting documentation
- Efficiently organizes and files all supporting documents (electronic and hard copy)
- Administers the Positive Pay and ACH parameter controls for DHA and KHA
- Follows-up on outstanding checks and administer any stale check procedures
- Completes the check clearing process of the bank statement reconciliation procedure in Yardi
- Review, reconcile, and process all interfund transactions
- Administers the accounting activities of the DHA Tenant Payment Agreement program and landlord overpayments
- Maintains detailed process documentation for accounts payable, accounts receivable and fixed asset functions
- Processes and mails 1099s for landlords and other vendors
- Ability to review and answer any questions for landlords and tenants regarding their ledger balances within Yardi, payments or receivables.

JOB DESCRIPTION

DUPAGE HOUSING AUTHORITY

Job Title: Accountant

Type: Exempt

Created: December 21, 2018

ACCOUNTANT

DUTIES AND RESPONSIBILITIES (cont.):

- Efficiently organizes and files all supporting documents (electronic and hard copy)
- Processes Landlord Tax Levies as necessary.
- Knowledge and understanding of the DuPage Housing Authority's Administrative Plan.
- Generates reports with relevant explanations for DHA staff and auditors as needed.
- Perform other financial duties as assigned by the Financial Manager

SKILLS AND ABILITIES:

- Ability to maintain confidentiality of all DHA/KHA financial activities.
- Financial accounting, reporting and control aptitude and strong interest.
- Well versed in integrated business / financial systems
- Excellent organizational and time management skills.
- Ability to multitask with accuracy so that both quality and quantity are maintained.
- Excellent follow-up and follow-through skills, with a sense of urgency.
- Ability to meet deadlines and consistently produce accurate results is mandatory.
- Excellent organizational and time management skills required along with attention to detail.
- Strong critical thinking and problem-solving skills required to accurately assess an issue, determine proper action required to thoroughly resolve the issue or create a work-around solution if necessary, to resolve the issue in a timely manner.
- Excellent communication skills, which includes the ability to adjust communication style based on audience (individual or group) (internal or external customers). Includes active listening skills, ability to give clear, concise and thorough explanations of rules and regulations of the program to participants and property owners.
- Must communicate in a manner that shows genuine sensitivity and empathy to the needs and feelings of others (internal customers, other vendors, team members, and co-workers) and external customers (participants and property owners).
- Ability to accurately perform mathematical calculations.
- Must be team-oriented, which includes assisting others as needed, as well as contributing positively by exemplifying good work habits and offering positive suggestions that promote team harmony and contributes to a positive team dynamic.
- Must be self-motivated and adaptable to changing priorities in a high-volume, deadline driven environment. Accurate data entry skills required
- Must have excellent customer services skills which includes providing timely updates to customers, setting realistic exceptions, keeping promised commitments and willingness to take responsibility for issue resolution.
- Accurate and efficient data entry skills required.

ESSENTIAL FUNCTIONS:

Psychological Considerations

The Accountant may feel added pressure due work volume and need to make decisions. The position holder must be able to work with co-workers, adapting to a variety of personality types and work styles.

Physiological Considerations

The Accountant must be able to spend up to 80% of his/her working hours using a computer and integrated financial systems.

Environmental Considerations

The Accountant will perform virtually all responsibilities indoors. Lighting, temperature and noise level are conditions that may affect how the incumbent performs his/her responsibilities.

Cognitive Considerations

The Accountant must have sufficient command of the English language as is needed to read housing documents, interpret written communications, HUD standards, and similar tasks.

ACCOUNTANT

The Accountant must be able to follow direction given by their supervisor and complete responsibilities as described. He/she must be capable of prioritizing his/her responsibilities.

The duties listed above are not set forth for the purposes of limiting the assignment or work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

I acknowledge receipt of this job description. I have reviewed this document with my supervisor and understand and accept the requirements of the position.

Incumbent Employee's Signature

Date

Supervisor's Signature

Date