

Accounting Analyst I

DuPage Housing Authority
Wheaton, IL
careers@dupagehousing.org
Full-time

Position Description:

The Accounting Analyst I will be responsible for performing various accounting and reconciliation work to ensure accurate recording and reporting of financial transactions. This role often requires working collaboratively with others in the organization to provide detailed reports that include projections for evaluating income and spending.

Essential Duties and Responsibilities:

- Complete the deposit of tenant receipts process to ensure accurate record of Port-In receivables.
- Prepares, maintains, and updates various schedules and communicates to other departments of any missing receivables.
- Prepares analysis of ledger activity, reconciles, posts monthly journal entries to maintain an accurate general ledger.
- Run various reports and analyze variances in the accounting process and provide insight into fluctuations.
- Maintains files to keep accurate records of accounting activities and documentation.
- Prepare audit Provided by Client (PBC) schedules, analyses, and other documents for audits and reviews as requested.
- Performs monthly cash reconciliations and various balance sheet account controls to ensure accuracy.
- Knowledgeable in HUD regulations and accounting guidelines to ensure accuracy of accounting entries and records for reporting requirements.
- Perform other duties as assigned.

Job Qualifications:

B.S. in Accounting or Finance, one to three years of progressive accounting or finance work experience. Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP). Effective written, verbal, interpersonal and customer service communication skills. Knowledge of analytical techniques and excellent Excel skills – Yardi knowledge a plus.

Performance Expectations:

Confidentiality, strong customer service skills, excellent communication skills, quality, accuracy, timeliness, reliability, and thoroughness of work performed; ability to gain the trust and respect of management, coworkers; maintain the integrity of confidential business and product information; ability to communicate effectively and develop good working relationships with other employees is essential to accomplish goals and objectives of the Department.