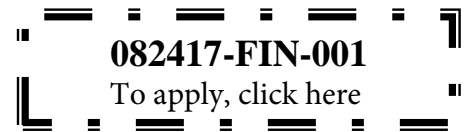




# JOB ANNOUNCEMENT

Housing Authority of New Orleans

**POSITION TITLE:** General Accountant  
**DEPARTMENT:** FINANCE  
**DATE POSTED:** 08/24/2017  
**CLOSING DATE:** Until Filled  
**SALARY RANGE:** PAY Grade 22  
\$ 20.80 - \$ 25.59 Hourly  
\$ 43,273 – \$ 53,220 Annually



**FLSA CLASS:** Exempt

## SUMMARY

The General Accountant is a first level professional position requiring excellent communication, time management, organization, and problem solving skills as well as specialized training and subject matter expertise in the areas of program budgeting, governmental accounting, and fiscal solvency. Reporting to the Finance Manager, this position performs professional accounting, balance sheet and income statement analysis, comprehensive fiscal knowledge, account/fiscal support, and technical assistance for departments, sites, and/or programs of the Housing Authority of New Orleans. The General Accountant ensures funding compliance to develop, prepare, audit, revise, and/or maintain a variety of accounting, budget, and financial reports, statements, transactions and records in accordance with applicable laws, codes, statues, rules, regulations and ordinances. This position is responsible for accurate and timely accounting, budget, and fiscal production work under stringent timelines.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

### Essential Duties and Responsibilities:

- Prepares journal entries, account work papers, complex bank reconciliation, schedules, charts, complex spreadsheets, and database work papers in the performance of complex accounting, budget, and financial analysis work.
- Designs, recommends, and/or implements changes in accounting systems, accounting policies, and information storage and retrieval systems, working with other fiscal and program staff as necessary.
- Monitors, analyzes, and/or reviews financial summary and detailed reports, internal/external reports, mandated reports, program budgets, documents, studies, or records for accuracy, proper account and charges, coding, and compliance, implementing corrections and fund transfers, resolving discrepancies as necessary, and/or processing documents for input into automated systems.

- Develops, prepares, audits, reviews, and/or corrects a wide variety of routine and specialized Federal, State, Local and Housing program budgets, attendance reports, and/or agency financial reports on a regular, monthly interim, and/or annual basis.
- Analyzes, reconciles, and/or evaluates the accuracy of general ledger, accounting details, revenues, expenditures, accounting/budget/financial reports, and agency cash balances, ensuring proper amounts, receipt, and classification, processing documents for input, and/or posting year end deferred revenue and accounts receivable as necessary.
- Monitors and ensures compliance with Agency fiscal policies, budget formulas, guidelines, internal fiscal controls, and applicable Federal and State regulations, coeds, rules, ordinances, and/or statutes.
- Works with, provides advice, direction, and consultation to, and participates in training for Agency program managers, and staff regarding accounting/attendance/budget/financial matters, budget preparation, revision and reporting, accounting corrections, appropriateness of transactions, and/or automated accounting/financial systems.
- Contacts and works with State, Parish, and other local agencies regarding the dissemination of tax revenue, interest allocations, revenue anticipation notes, bonds, and outside investments.
- Prepares fund balance projections and/or year-end budget closing and journal entries, monitoring and reporting on the status of revenues and balances, and/or bringing ending balances forward to the next fiscal year.
- Operates internal accounting information systems, microcomputer hardware and software systems.
- Plan, organize, and prioritize work assignments to meet requirements and facilitate workflow.
- Analyze, interpret, and apply pertinent codes, laws, rules, and regulations to professional accounting work, attendance accounting, budget analysis work, fiscal solvency, and financial transactions.
- Identify problem areas or situations, evaluate problem causes, and take appropriate action to resolve identified problems.
- Make arithmetical calculations quickly and accurately and identify and correct errors in arithmetical calculations made by others.
- Effectively represent the Agency in working with internal/external clients.
- Establish and maintain a cooperative working relationship with those contacted in the course of assigned responsibilities.
- Process, record and reconcile Accounts Receivables (i.e. LOCCS, checks, invoices etc. both manual and/or electronic transmissions), maintain Accounts Receivables Aging Reports, create and maintain miscellaneous A/R reports as necessary and possess the ability to report information in accordance with departmental requirements.
- Serves as a back-up for agency payroll processing and assist with payroll processing when necessary.
- Other duties as assigned.

## BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

*Problem Solving:* Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with sensitive topics and/or irate customers;

*Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; Manages difficult or sensitive customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance;

*Interpersonal Skills:* Focuses on solving conflict, not blaming, maintains confidentiality, listens to others without interrupting;

*Teamwork:* Balances team and individual responsibilities, contributes to building a positive team spirit and puts success of team above own interests.

*Professionalism:* Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position and accepts responsibility for own actions;

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Job Competencies***

- Possess an understanding of the accounting and budget processes, internal controls, bookkeeping procedures, automated accounting systems, fund accounting encumbrances, accounting system requirements and knowledge of applicable laws, statutes, rules, codes, and ordinances.
- Knowledge of accounting principles and practices; computer software applications of accounting procedures; and basic math.
- Ability to analyze fiscal data and draw logical conclusions; define accounting problems and recommend effective solutions; detect possible weaknesses of internal control and standard accounting procedures and recommend revisions; verbally communicate accounting procedures and policies clearly to others; use personal computer applications including spreadsheet software; write memos and reports clearly and concisely; organize work and set priorities to meet deadlines; read, understand, and apply legal requirements and administrative policies to departmental accounting functions; establish and maintain effective working relationships with others; plan, initiate, and complete work assignments with a minimum of direction; and perform basic mathematical calculations.
- Knowledge of principles and procedures of governmental accounting.
- Ability to interpret and analyze complex fiscal data and draw valid conclusions; and use personal computer applications including word processing and database software.

### ***Education and/or Experience***

Bachelor's degree from an accredited college or university with major course work in accounting, auditing, business law or a closely related field and at least one year of work experience in professional accounting and fiscal control work or through five years of progressively responsible financial or fiscal control work in a government office or related public agency. An equivalent combination of education and experience may be considered.

### ***Technical Skills***

Skilled in the use of fiscal accounting software; Microsoft Excel, Word, Access and database software.

## **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.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds.

### **EEO POLICY STATEMENT**

The Housing Authority of New Orleans (HANO) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Discrimination of any type will not be tolerated.

