



## JOB DESCRIPTION

**Job Title:** Accountant  
**Classification:** Non-Exempt  
**Employee Appointment:** Full-Time  
**Reports To:** Finance Manager  
**Supervision Exercised:** None

**Job Purpose:** Track funds for housing projects, provide support to accounts receivable and accounts payable, assist with preparation of budgets, reconcile bank statements and payroll deductions, and perform other special projects for accounting and finance department to serve the mission of FHRA.

### **ESSENTIAL FUNCTIONS**

- A. Show a demonstrated interest in FHRA's mission: Empowering People to Achieve Independence Through Housing
- B. Adhere to FHRA's Core Values
  1. Service: helping people to the best of our abilities
  2. Integrity: staying true to our word through action
  3. Teamwork: working together to achieve goals
  4. Quality: exceeding the average, striving for excellence
  5. Commitment: dedication to the FHRA Mission
- C. Track funds for housing projects
  1. Prepare Voucher Management Systems (VMS) monthly reports, NRA/UNA spreadsheets and other reports for HUD compliance.
  2. Prepare LOCCS requests for HUD Community Block Grant Continuum of Care funding.
  3. Prepare time sheets of staff to properly track work done for specific grants per HUD rules.
  4. Prepare inter-company billings for employee wage, benefits, mileage and marketing expenses for tax credit properties.
  5. Assist in the preparation of 1099s and required HUD financial reports.
  6. Enter bi-weekly payroll journal entries.
  7. Enter EFT/ACH payable journal entries.
- D. Provide support to Accounts Receivable (AR)
  1. Collect and prepare checks for deposits.
  2. Attach receipts to deposits to be filed.
  3. Assist with collections.
- E. Provide support to Accounts Payable (AP)
  1. Research and respond to vendor inquiries.
  2. Review vendor statements, inquire, and request copies of invoices.

3. Perform data entry and create batches.
  4. Prepare some invoices for payments by locating purchase orders and allocating items for coding.
- F. Perform special projects for department
1. Assist in preparing annual budgets.
  2. Enter new budgets into Yardi software.
  3. Control petty cash fund.
  4. Prepare and pay PILOT Tax.
  5. Submit annual unclaimed property to the State of ND.
  6. Reconcile bank statements.
  7. Reconcile employee deductions with benefit vendor payments.

### **Minimum Qualifications**

1. Must pass a criminal background investigation and pre-employment drug test.
2. Associates degree in related field or equivalent amount of work experience and education; Bachelor's Degree preferred.
3. Strong computer skills and the ability to learn FHRA's programs required.
4. General knowledge of accounting processes required.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.***

### **Work Environment**

This position works within an office environment.

### **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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel; and reach with hands and arms.

### **Position Type/Expected Hours of Work**

Regular hours of work and days are between the hours of Monday through Friday, 8:00 AM to 5:00 PM.

### **Travel**

No travel is required.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change by FHRA management to fit FHRA'S Mission.

### **Competencies and Characteristics of a Successful Office Holder:**

**Ethical Conduct:** Adheres with the rules and standards set by the Mission and Core Values of the FHRA and federal, state and local laws for housing authorities.

**Client Focused:** Committed to the understanding of client needs and successfully applying them to FHRA programs and project development

**Results Driven:** Can be counted on to exceed goals successfully; mission-driven, bottom-line oriented; steadfastly pushes self and others for results.

**Motivating Others:** Empowers others; invites input from each person and shares ownership and visibility; makes everyone feel his/her work is important; is someone people like working with.

**Community Development:** Develops strong external loyalty to the mission and values of the organization.

**Projects Humility:** be unafraid to admit mistakes and he/she does not know something and is willing to delegate project tasks to the group's most qualified person.

**Relationship Management:** Quickly build trust and credibility by listening to and observing what activities are happening within the organization and becomes the "go to person" for solutions and implementation of those solutions while working within the scope of his/her job responsibilities.

**Project and Time Management:** Identifies work priorities and is cognizant of deadlines while remaining flexible to the needs of the organization; is unafraid to communicate when in need of help from peers and is willing to help peers who need assistance while remaining responsible to the deadlines, work priorities and goals set for own job.

**Effective Communicator:** Be an engaged listener who talks and writes in a clear, concise, consistent and confident manner and is open to considering feedback from others.

**Detail-Oriented:** Diligently checks for accuracy in work to ensure processes and written agreements are being followed.