



## Position Description

<b>Position Title:</b>	Accounting Analyst	<b>Department:</b>	Finance
<b>Reports to:</b>	Controller	<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Exempt	<b>Date Created:</b>	October 2019

### Summary

The primary purpose of this position is support the Finance Department by maintaining Columbia Housing's financial records in accordance with Generally Accepted Accounting Principles (GAAP) and HUD regulations. The incumbent performs tasks related to financial accounting, budgeting and reporting. This position is responsible for performing complex accounting reconciliations as well as interpreting and applying HUD, program and GAAP requirements to financial operations. This position aids departmental efforts to manage revenue and disburse funds in accordance with appropriate grant and funding regulations, policies, procedures, and GAAP.

All activities must support Columbia Housing's ("CH") mission, strategic goals, and objectives. When more than one Accounting Analyst is employed, the duties may be assigned by the Controller in a manner that is best for the business needs of CH.

### Essential Duties and Responsibilities

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

- Conducts month-end processes in housing management software, including closing, reconciling, preparing, and posting journal entries for the programs and properties. Maintains monthly records of receipts, checks, adjustments, and reports to serve as backup if discrepancies occur.
- Monitors CH's bank accounts daily. Researches and provides action for ACH and check returns as well as miscellaneous charges and deposits. Reconciles CH bank accounts. Uploads information from bank accounts into the general ledger and monitors outstanding checks for Accounts Payable and HCV programs. Keeps monthly records of bank statements and account analysis reports. Maintains monthly bank collateral verification. Performs pre-notes, positive pay, ACH, and account transfers between bank accounts and vendors.
- Assists in the review of general ledgers monthly; analyzes general ledger variances; and resolves any discrepancies. Reconciles general ledger liability and prepay accounts, identifying discrepancies, creating journal entries, and documenting monthly accruals.
- Assists in preparing the annual operating budgets, reports, records, and information for all Housing CH funds; assists with the preparation of annual W-2 and 1099 forms and related reports.
- Assists with the year-end closing and reporting to HUD and other agencies, and assists in the preparation of monthly year-end reports. Assists the auditors in the annual review of the accounting records and prepares schedules as necessary.
- Analyzes HCV program data to prepare and submit the monthly Voucher Management System (VMS) report to HUD, including reconciliation to the general ledger expense accounts. Address discrepancies with HCV program staff.
- Monitors the general ledger to verify the accuracy of Accounts Payable expense coding and utility usage amounts. Reviews Accounts Payable for accuracy before disbursement.
- Prepares and compiles backup documentation for the various grant draws.



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- Performs and assists with monthly and yearly reporting, including preparing and assisting with files for the annual audit, HCV settlement statements, and other federal and state program filing annual filing requirements.
- Prepares reports and provides data as requested to the Controller and other Department leaders; assists CH staff with a wide range of information requests and problem solving utilizing Excel and software systems.
- Keeps abreast of matters related to new legislation, PIH Notices, concepts, and trends relevant to the field of accounting.
- Completes entries for Interfund balances, including journal entries and bank transfers.
- Assists with year-end closing entries and ensures the timely submission of HUD's Financial Data Schedule.
- Supports, analyzes, and assists in the preparation and review of annual operating budgets including, detailed support and analysis of CH's revenue/expense forecast.
- Assists in analysis of monthly financials for accuracy and variances.
- Prepares and distributes periodic reports to internal and external stakeholders.
- Serves as a back-up to other members of the Finance staff.
- Completes other related duties as assigned.

## Behavioral Competencies

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

*Job Knowledge:* Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of CH. Uses appropriate judgment & decision making in accordance with level of responsibility.

*Commitment:* Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

*Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

*Effective Communication:* Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

*Initiative:* Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.



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*Teamwork:* Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

### Job Competencies

- Knowledge of the general operations and procedures of CH departments, properties, and HUD housing programs.
- Ability to interpret HUD, federal, state, and local laws and regulations, as well as CH policies and procedures related to the position.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and auditing theory; local, state, and federal government financial reporting requirements and regulations; internal control policies and best practices; and report preparation techniques
- Skill in reviewing, examining, and evaluating accounting and financial practices and coordinating accounting and financial operations.
- Skill in operating computer accounting systems, spreadsheet applications, and other applications and software.
- Ability to accurately and rapidly compose effective correspondence and make moderately complex computations.
- Ability to present ideas in a clear and concise manner, in English, both orally and in writing.
- Ability to handle multiple priorities and complete tasks efficiently and effectively.
- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials.
- Ability to interpret HUD, federal, state, and local laws and regulations, as well as CH policies and procedures related to the position.
- Ability to assist in the hiring of new employees, evaluate performance of subordinates accurately and timely, correct deficiencies, and to guide and assign personnel.
- Ability to establish, monitor, and achieve objectives through skillful delegation of duties.
- Ability to orient other employees and to explain organizational policies, rules regulations, and procedures.

### Education and/or Experience

Bachelor's Degree in accounting, finance, business administration, or related field and a minimum of four (4) years of experience performing work related to financial accounting, budget preparation, and financial reporting and analysis. Government or non-profit accounting experience preferred. An equivalent combination of education and experience may be considered. Experience working in a month-end close environment required.

Some positions may require possession of a valid driver's license and the ability to be insurable under CH's automobile insurance plan at the standard rate.



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### Technical Skills

To perform this job successfully, the employee should have strong computer skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

### 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.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is moderate.

- Ability to make arithmetic calculations and tabulations rapidly and accurately.
- Ability to establish and maintain effective working relationships with external customers, internal customers, vendors, and the general public.
- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials. Ability to communicate with people from a broad range of socio-economic backgrounds.

### Education and/or Experience

Bachelor's Degree from an accredited 4-year college or university in Accounting, Finance or related field required. Two (2) years related experience required. An equivalent combination of education and experience may be considered.

Some positions may require possession of a valid driver's license and the ability to be insurable under CH's automobile insurance plan at the standard rate.

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### Read and Acknowledged

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name [printed]