



Job Posting

Position: Accountant

Summary: The Biloxi Housing Authority (“BHA”) is seeking an experienced Accountant to join our team! The primary purpose of this position is to perform accounting and fiscal reporting duties related to Authority financial operations. The incumbent is responsible for assisting the Director of Finance with general accounting functions, maintaining the general ledger, and performing clerical tasks relating to the Authority’s accounting functions.

All activities must support the Biloxi Housing Authority (“BHA” or “Authority”) mission, strategic goals, and objectives.

Required Education and Experience:

- Bachelor’s degree in accounting, business administration, or related field and a minimum of three (3) years of experience in accounting.
- Any equivalent combination of education, training, and experience which, in the sole determination of the Housing Authority, provides the required knowledge and abilities.

Duties and Responsibilities:

- Performs general accounts receivable and/or accounts payable functions for all Authority programs and funds.
- Maintains resident payments related to the Authority’s housing properties, including but not limited to: receiving tenant payments and preparing receipts; posting and adjusting corresponding account records; and ensuring that accounts are properly credited.
- Posts charges for late payment of rent, sends out resident utility bills, and closes out books monthly.
- Assists with the monitoring of resident payments; distributes communication to residents regarding payments; issues notices to vacate as required.
- Ensures that invoices, vendor statements, and other documentation have been accurately submitted; prepares documents for internal processing and account recording; verifies documentation amounts and makes adjustments as needed.
- Reviews and processes invoices, as received, into the accounting system.
- Maintains accounting system data and generates documents and reports as needed; provides Authority staff information on vendor, tenant, and landlord accounts; reconciles accounts monthly by monitoring the general ledger and recording corrections to vendor, tenant, and landlord accounts.

- Prepares monthly reconciliation of depository and prepares bank deposits and delivers funds to Authority bank depository.
- Maintains accurate and organized vendor, tenant, and landlord records in accounting or archive software; obtains business forms as required.
- Prepares annual 1099 forms; prepares related forms and reports.
- Assists with the maintenance of an efficient management control and reporting system to reflect total program costs. Assists with the maintenance of various financial records and preparation of periodic reports for internal use, ensuring compliance with HUD requirements.
- Assists with preparing the closing of the Authority's general ledger, year-end financial statements, and physical inventory count.
- Assists with external reporting requirements to Federal or State agencies as required by contracts.
- Maintains and reconciles staff travel expenses and credit card charges.
- Performs other related duties as assigned.

Benefits and Compensation:

BHA offers a comprehensive and competitive benefits package. The annual salary range for this position is \$48,400.00 - \$70,000.00. Salary is commensurate with experience and qualifications.

Location: Biloxi, MS

BILOXI HOUSING AUTHORITY

Position Description

Classification: **Accountant**

Supervisor: **Director of Finance**

Department: **Finance**

Status: **Exempt** Pay Grade/Range:

Summary

The primary purpose of this position is to perform accounting and fiscal reporting duties related to Authority financial operations. The incumbent is responsible for assisting the Director of Finance with general accounting functions, including accounts receivable and accounts payable, preparing forms and reports, maintaining the general ledger, and performing clerical tasks relating to the Authority's accounting functions.

All activities must support the Biloxi Housing Authority ("BHA" or "Authority") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The following is a listing of the key duties and responsibilities of this position, and the skills, experience, and knowledge required for the employee in this position. The listed duties should not be considered as a complete listing of all the work requirements, but a representative listing of the key duties of the position. Additional tasks to those listed below may be required, and individuals holding this position may be required to work in other areas of the housing authority to equalize or balance the workload, cover absences, or for other business needs of the housing authority.

1. Performs general accounts receivable and/or accounts payable functions for all Authority programs and funds.
2. Maintains resident payments related to the Authority's housing properties, including but not limited to: receiving tenant payments and preparing receipts; posting and adjusting corresponding account records; and ensuring that accounts are properly credited.
3. Posts charges for late payment of rent, sends out resident utility bills, and closes out books monthly.

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4. Assists with the monitoring of resident payments; distributes communication to residents regarding payments; issues notices to vacate as required.
5. Ensures that invoices, vendor statements, and other documentation have been accurately submitted; prepares documents for internal processing and account recording; verifies documentation amounts and makes adjustments as needed.
6. Reviews and processes invoices, as received, into the accounting system.
7. Maintains accounting system data and generates documents and reports as needed; provides Authority staff information on vendor, tenant, and landlord accounts; reconciles accounts monthly by monitoring the general ledger and recording corrections to vendor, tenant, and landlord accounts.
8. Prepares monthly reconciliation of depository and prepares bank deposits and delivers funds to Authority bank depository.
9. Maintains accurate and organized vendor, tenant, and landlord records in accounting or archive software; obtains business forms as required.
10. Prepares annual 1099 forms; prepares related forms and reports.
11. Assists with the maintenance of an efficient management control and reporting system to reflect total program costs. Assists with the maintenance of various financial records and preparation of periodic reports for internal use, ensuring compliance with HUD requirements.
12. Assists with preparing the closing of the Authority's general ledger, year-end financial statements, and physical inventory count.
13. Assists with external reporting requirements to Federal or State agencies as required by contracts.
14. Maintains and reconciles staff travel expenses and credit card charges.
15. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Knowledge of account balancing and reconciliation practices and procedures.
2. Knowledge of general accounting principles and practices and BHA programs and financial requirements.

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3. Knowledge of applicable federal, state, and local laws, policies, and procedures that pertain to the assigned area.
4. Knowledge of office practices, procedures, and equipment.
5. Knowledge of computer data entry procedures.
6. Skill in utilizing spreadsheets and word processing software.
7. Skill in accurately entering data into a computer.
8. Ability to maintain organized files.
9. Ability to make arithmetic calculations and tabulations rapidly and accurately.

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 the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that our customers have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Teamwork: Actively participates and collaborates across boundaries and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

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

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

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Supervision

The employee receives supervision and assignments from the Director of Finance. Courses of action, deadlines and priorities are set by BHA operational needs or the Director of Finance, depending on the assignment. Routine duties are initiated and completed by the employee without supervisory direction and within established BHA policies. Instructions to the employee may be general or specific in nature. Complex problems or situations not covered by instructions are usually researched by the employee, and referred to the supervisor for concurrence. The employee's work is reviewed regularly for accuracy, completion, and compliance with policies and procedures.

Minimum Education and/or Experience

1. Bachelor's Degree in accounting, business administration, or related field and a minimum of three (3) years of experience in accounting.
2. Any equivalent combination of education, training, and experience, which, in the sole determination of the BHA, provides the required knowledge and abilities, may be considered sufficient.

Language Skills

Ability to read, analyze, and interpret general business periodicals and technical procedures. Ability to communicate clearly and concisely, both verbally and in writing. Ability to understand and follow verbal and written instructions. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Must demonstrate proficiency in basic business math. Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

Technical Skills

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

Special Requirements

1. Must possess a valid license, reliable transportation and be insurable under BHA's automobile insurance plan.
2. Criminal background checks will be performed on all applicants.

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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 primarily stationary, but is regularly required to move throughout the office. The ability to move, transport, or position small objects around the office, such as books, binders, files, documents, and supplies is required. The employee must be able to exchange information in person, in writing, and via telephone. The employee must be able to operate a computer and standard office machinery.

Working 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.

Read and Acknowledged

Employee Signature _____
Date

Employee Name [printed]