



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Senior Accountant
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Department: Finance

Pay Grade: 10

FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for ensuring accurate accounting records for receipts and disbursements, inventory, fixed assets, and general accounting, which includes performing a variety of independent bookkeeping and accounting tasks; applies generally acceptable accounting principles and practices to the preparation and maintenance of accounting and financial records, reports, and data systems.

ESSENTIAL JOB FUNCTIONS:

- Prepares and posts general ledger journal entries and maintains the BCHA general ledger (G/L) chart of accounts.
- Posts and reconciles LIPH and multi-family rent payments.
- Posts various expenses to G/L including interest and bank charges, Ameriflex disbursements, housing assistance payments, consumable items, and other regular expenses.
- Performs regular accounts payable functions, including preparing checks for bi-weekly payroll garnishments, preparing checks for housing counseling on demand, posting accounts payable to the G/L, and preparing A/P monthly bank transfers.
- Reconciles each month numerous BCHA bank accounts and records appropriate receipts and disbursements in all program cashbooks.
- Reconciles various G/L accounts, which include A/R and AP, and Shelter Plus Care; and reviews all fixed asset postings (may add or delete fixed assets as required).
- Monitors operating budget for capital expenditures and grants and provides information and reports to appropriate management staff.
- Transfers funds to and from bank accounts for all BCHA programs; increases/decreases escrow bank accounts.
- Provides tenant accounting, including posting of receipts and adjustments, handling returned checks, posting rent and security deposits, preparing refunds, setting up auto billing, and posting eviction checks from the courts.
- Reconciles Security Deposit account with restricted bank account every end of month.
- Cross trains Accountant I and other staff to perform various functions to allow Jr. Accountant to work on other projects with Controller and CFO.
- Posts incoming checks from special programs to bank book daily and scan checks to

- bank.
- Uploads positive pay checks to bank and reconciles bank position with records for all Accounts Payable accounts.
- Records incoming monthly subsidy from HUD for different programs.
- Posts ACH withdrawals from Bank Account for Payroll - Retirement, FICA & Medicare and child support payments.
- Posts interest and bank charges to general Ledger.
- Prepares and posts reoccurring monthly journal entries.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

Bachelor's Degree in accounting and/or finance, and two (2) years of related experience working in an accounting or finance department in a government entity; or equivalent training, education, and/or experience.

LICENSES OR CERTIFICATIONS:

None.

Knowledge, Skills and Abilities:

- Knowledge of government accounting standards.
- Ability to operate various office equipment including fax machine, copier, calculator, and phone system.
- Ability to maintain positive working relationships with diverse vendors and creditors.
- Skills at developing and presenting financial reports in spreadsheets and graphic formats.
- Skills in data entry.
- Skills in the use of personal computers and various software including Microsoft Office (Word, Excel, Outlook).

PHYSICAL DEMANDS:

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also involves regular sitting, using hands to finger, handle, or feel objects, tools or controls; occasional standing, walking; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching or crawling; talking or hearing. Work requires close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually quiet to moderate.

WORK ENVIRONMENT:

Work is typically performed in an office environment.

Broward County Housing Authority has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date