

TIOGA & BRADFORD COUNTIES HOUSING AUTHORITY

Accountant I (7/2016)

Job Description

MINIMUM REQUIREMENTS:

One year of professional accounting experience and graduation from a four year college or university, including or supplemented by 15 credits in accounting; **OR** 1 year as a Fiscal Technician and 15 college credits in accounting; **OR** 5 years of bookkeeping experience; and 15 college credits in accounting. Must be a resident of Pennsylvania. Must be proficient with computers including Microsoft Office. Must be of good moral character and able to perform the essential functions of the job. Must pass a pre-employment criminal history background check and drug screen.

PURPOSE

This position is responsible for fiscal and administrative duties in the housing authority relating to the control and allocation of various funding sources. This position provides financial information to the Accountant II and the Controller by maintaining and reconciling the GL and preparing various analyses.

WORK LOCATION:

Central Office, located in Blossburg, Pennsylvania

SUPERVISION RECEIVED AND EXERCISED:

Operates with moderate independence under the direct supervision of the Controller.

Does not supervise others.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to the following;

- Learn all facets of Accountant II position in order to fully back up the role if and when necessary
- Review, code, and submit for approval all purchase orders. Communicate daily with Maintenance staff regarding questions;
- Maintain all facets of the Accounts Payable process (invoice/PO matching, invoice entry, check printing, obtaining signatures, mailing, stub filing);
- Process Section 8 payments to landlords (via check and bank upload for direct deposit) on a monthly basis;

- Reconcile open accounts payable to the general ledger on a monthly basis;
- Reconcile Tenant Accounts Receivable and Security Deposit accounts on a monthly basis;
- Review trial balances on a monthly basis to ensure expenses are being charged to the appropriate accounts;
- Perform audit prep and year end close duties, including reviewing accounts for accuracy, accrue checks paid to prior fiscal year, prepare statements of accounts payable for all accounts, and compiling information requested by Auditors;
- Backup for 1099 preparation, mailing and reporting for Section 8 and Accounts Payable;
- Learn and abide by all Housing Authority policies and procedures, federal and state laws;