



# FORT SMITH HOUSING AUTHORITY

## JOB DESCRIPTION

**Classification:** Project Accountant

**Supervisor:** Finance Manager

### **Position Summary**

This position is an integral component for the successful operation of the finance department. The finance department is responsible for all accounting duties, including Accounts Payable (A/P), General Ledger (G/L), payroll (P/R), bank statement reconciliation, budgeting, general ledger reconciliations, financial statement preparation, and financial statement audit preparation, among various other duties. This position will be responsible for developing and maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements. A general understanding of all accounting processes and reporting is required, as is the willingness to learn U. S. Department of Housing and Urban Development (HUD) regulations and reporting. This position will work closely with other finance department staff, property managers, FSHA leaders and department directors to provide timely and accurate financial information.

### **Major Responsibilities and Duties**

1. Manage construction projects payment process, including invoice management, payments, and lien waivers.
2. Track construction project progress, job costs, income, etc.
3. Prepare monthly bank statement reconciliations.
4. Assist the Finance Manager and CFO with daily working requirements.
5. Serve as back up processor of bi-weekly payroll and create associated journal entries.
6. Prepare month end and year end journal entries.
7. Prepare month end financial statements.
8. Collaborate with other finance department employees to support overall department goals and objectives.
9. Respond to inquiries from the FSHA Directors, CFO, and President regarding financial results, special reporting requests, etc.
10. Assist in preparation of documents for year end audit.
11. Assist in development and implementation of new procedures and features to enhance the workflow of the department.
12. Support Finance Manager and CFO with special projects and workflow process improvements.

## **MINIMUM REQUIREMENTS**

Bachelor's degree in Accounting required.

Skills Required:

- Take direction from a supervisor
- Meet deadlines
- Possess excellent verbal and writing skills
- Be proficient in Microsoft Word and Excel
- Be organized
- Demonstrate initiative and creativity
- Work as a member of a team
- Be able to multi-task
- Present a professional personal appearance
- Possess a valid driver's license
- Be discrete in handling matters involving privacy of employees, tenants, or vendors.

Salary negotiable dependent upon relevant experience; Salary range for position is \$45,000 - \$72,000.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.