

August, 2013

**POSITION TITLE:** ACCOUNTANT

**DEPARTMENT:** Finance and Information Systems

**REPORTS TO:** Assistant Director for Finance and Information Systems.  
Work will also be assigned by the Director of Finance and Information Systems.

**SUPERVISES:** No Staff

**PURPOSE:** Financial management, accounting, and technical work at a professional level involving applying complex accounting theory and regulatory practice to the maintenance of cash management, accounting and internal control systems relating to the activities for VSHA, HFI and limited partnerships. Knowledge of GAAP and FASB accounting standards and their application is essential. Work is performed under the supervision of the Assistant Director and Director.

**EXAMPLES OF ESSENTIAL FUNCTIONS OF THE POSITION:**

1. Responsible for maintaining accounting systems in conformance with GAAP and current interpretations thereof.
2. Responsible for the accuracy and integrity of the accounting systems.
3. Responsible for the preparation for and assistance during independent financial audits and regulatory reviews.
4. Responsible for the preparation and transfer of cash via ACH systems.
5. Develops and manages financial record keeping systems to insure fiscal compliance with internal and external reporting requirements by grantors and other regulatory authorities.
6. Monitors the status of cash balances and performs the necessary transfers of funds in order to insure compliance with required account levels.
7. Maintains the cash receipts and accounts payable systems in compliance with Authority policies. Coordinates with other divisions to insure that proper controls over cash receipts are maintained and timely payments to vendors are made.
8. Maintains the accounts payable system for the Section 8 program. Coordinates with program staff to insure correct payment information is processed and works with landlords and other parties to resolve discrepancies.
9. Manages the day-to-day operations of the Tax Set Off program. Serves as direct contact with Authority staff, participants and the Vermont Department of Taxes in resolving issues relating to the program.
10. Responsible for inter-company accounting and the timely transfer of funds.
11. Reconciles monthly and quarterly data from banks and other financial institutions with the accounting systems to insure proper control over cash. Works closely with banks and other financial institutions to insure accuracy and accountability in regards to cash.
12. Responsible to the maintenance and accuracy of the tenant accounts receivable system.

13. Responsible for the compilation and preparation of Authority payroll and subsequent state and federal reporting.
14. Responsible for the timely preparation of all calendar year end reports required by the Internal Revenue Service, Social Security Administration and Vermont Tax Department.
15. Responsibilities may include assisting with management of office facilities.
16. Works cooperatively with other Authority staff to insure effective communication of requirements and procedures.
17. Performs related work as required or assigned.

**ESSENTIAL POSITION REQUIREMENTS AND QUALIFICATIONS:**

**Education and Experience:**

1. Bachelor's Degree with major work in accounting, business administration or an equally pertinent field; plus two years of experience with emphasis on accounting and financial management; OR
2. Associates Degree with major work in accounting, business administration or an equally pertinent field; plus four years of experience with emphasis on accounting and financial management.

**Skills and Abilities:**

1. Considerable knowledge of and skill in applying GAAP and current interpretation thereof to accounting transactions in multi-program and/or multi-organizational situations.
2. Considerable knowledge of the practical application of accounting theory in day-to-day operations.
3. Considerable knowledge of proper internal control procedures and their practical application in a day-to-day business setting.
4. Considerable knowledge of automated accounting systems including general ledger, accounts receivable, accounts payable and payroll systems.
5. Ability to work with data of a confidential nature, payroll and benefit related information.
6. Considerable knowledge of Internet banking and ACH procedures.
7. Considerable knowledge of accounts receivable, accounts payable and payroll operations.
8. Considerable knowledge of the Section 8 program and related automated systems.
9. Considerable knowledge of the Vermont Tax Set Off program.
10. Ability to communicate effectively orally and in writing; exercise confidentiality; and establish and maintain effective professional relationships with banks and other financial institutions, officials, agencies, employees and the general public.
11. Working knowledge of payroll and reporting for tax purposes in relationship to Internal Revenue Service, Social Security and Vermont Tax Department reporting.

12. Considerable knowledge of computer applications dealing with spreadsheets, databases and word processing.

13. Ability to understand and execute complex written and oral instructions and to interpret them to others.

14. Ability to analyze and solve processing problems timely, effectively and cost efficiently.

**Certifications/Registrations/Licenses:**

1. Non-Essential - Must possess a valid driver's license, dependable private means of transportation, and carry automobile liability insurance of at least \$50,000.00.

**Working Conditions/Physical Demands:**

1. Full-time position, 40 hours per week.

2. Must be able to report to work on time and adhere to VSHA work schedules, rules and regulations.

3. Office environment.

**Non-Essential Working Conditions/Physical Demands:**

1. Ability to bend over to low files and reach high files.

2. Ability to lift, carry, push, pull or otherwise move an object.

**Equipment Used:**

1. Computer, printers, typewriter, telephones, fax, copy machine, calculator, general office equipment.

**PAY CLASSIFICATION: 7**