

ACCOUNTANT

DEFINITION/PURPOSE: Perform technical and professional accounting work in establishing and maintaining fiscal records; and assist with the preparation of budgets, fiscal analyses, reports, and future projections.

DISTINGUISHING CHARACTERISTICS: This is a journey level for the Accountant series. Positions in this class perform professional operating or cost accounting work which requires the application of established accounting principles to a wide variety of problems. Assignments in accounting are distinguished from the Accounting Technician series by accounting work which is more analytical, creative, and evaluative in nature, requiring knowledge of the fundamental doctrines, theories and terminology of accountancy.

SUPERVISION RECEIVED AND EXERCISED: Under the direct and general supervision of the Finance Director. Has no supervisory responsibility; however, may provide technical guidance and consultation to designated accounting staff.

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

- Maintain general ledgers.
- Review, develop and modify methods to improve procedures and systems.
- Monitor investments and funds; initiate fund transfers; maintain investment records; prepare journal entries and give status reports.
- Review and audit Housing Choice Voucher (HCV) transactions, process Housing Assistance Payments (HAP), review and post tenant rent charges, prepare tenant statements.
- Compute program fees earned.
- Review biweekly payroll.
- Assist in the preparation of budgets.
- Audit and analyze accounts.
- Prepare monthly financial statements, trial balances and other financial and statistical reports. Prepare year end closing entries and working papers for audited financial statements.
- Prepare requisitions for funds.
- Review records and outstanding accounts. Prepare proposed write-offs of uncollectable accounts.
- Transfer funds.
- Record and monitor inter-fund transfers and loans.
- Respond to landlord and inquiries concerning payments and billings, and staff concerning specific operational accounting issues.

OTHER JOB FUNCTIONS:

- Backup payroll, or other positions as needed.
- Participate in equipment inventory.
- May share in banking duties.
- May be required to participate in training of staff.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of: Accounting principles, practices and procedures; business law; the application of data processing to accounting operations; auditing principles and practices; and office practices and systems. Governmental accounting principles and practices, and governmental budgetary operations. General office procedures. Personal computers, associated word processing and spreadsheet programs, and their use.

Ability to: Analyze and interpret financial data and accounting records; prepare complex financial statements and reports; interpret and apply regulations. Understand oral and written instructions and procedures. Be courteous, exercise judgment, discretion and maintain confidentiality in dealing with clients, general public, and co-workers. Communicate effectively in English in written and oral expression. Work accurately and independently. Operate various

office machines. Skillfully operate a keyboard and have experience utilizing a personal computer with necessary applications programs.

Licenses and Certificates: Possession of, or ability to immediately obtain and retain a valid California Driver License and a driving record acceptable to the Authority.

Physical Requirements/Work Environment – Must be able to sit for lengthy periods of time in an indoor environment; stretch, bend, and have the manual dexterity to operate keyboard equipment. Have the visual and auditory capacity to operate with the perception and discrimination required by the duties of the classification. Be able to lift 25 lbs.

Other - Employee required to use his/her personal vehicle, reimbursed at the agency-authorized rate, in the performance of duties. The employee must show proof of and maintain automobile insurance coverage at or exceeding the minimums specified by agency policy.

- Provide proof of US citizenship or, Documentation showing authorization to work in U.S as outlined by the Department of Homeland Security form I-9.
- Fluency in conversational Spanish is desirable.
- Be bondable.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and acquire the abilities would be:

Experience – Two years of general accounting experience. Background experience fund or governmental accounting is desirable.

Education - A Bachelor's Degree from an accredited college or university with a major in accounting or business administration, with an accounting concentration, or closely related field, including at least 15 semester units in elementary and advanced accounting, management information systems, business law, and cost accounting.

The Housing Authority of the County of Santa Cruz is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.