



EMPLOYMENT OPPORTUNITY

Job Title:	Junior Accountant
Location Address:	8910 N. 78 th Avenue Peoria, AZ. 85345
Salary:	Up to \$19.75 per hour DOE
Conditions of Employment:	This is a full-time, non-exempt, and classified position
Closing Date:	Open Until Filled

The Housing Authority of Maricopa County (HAMC) is seeking highly motivated applicants for the position of Junior Accountant. Applicants should be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of tasks.

Our Mission

The mission of the Housing Authority of Maricopa County is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices, offering innovative affordable housing programs, and expanding accessibility throughout Maricopa County.

Our Vision

We dedicate ourselves to creating and sustaining an environment where every Maricopa County family has an opportunity to obtain safe, affordable housing, which provides an environment to raise a well-rounded, strong and healthy family.

Representative summary of important and essential job functions

Summary: *Under general supervision, performs technical accounting duties involving the accounting, recording, processing and reporting of financial and technical transactions; analyzes and researches records and transactions, and provides customer service within scope of authority.*

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks*

- Reviews documents, performs technical accounting activities, including general ledger posting, accounts payable, revenue, accounts receivable, grants/special fund accounting, assets, cash receipts, and payroll; processes accounting and technical transactions in compliance with all applicable Federal, State and HAMC rules, regulations and procedures.
- Maintains financial records for subsidiary companies by analyzing balance sheets and general ledger accounts.
- Reconciles general and subsidiary bank accounts by gathering and balancing information
- Provides financial status information by preparing special reports; completing special projects
- Accounts Receivable: ledger management, record and process daily activity which includes but is not limited to timely and accurate invoicing, collections, revenue coding, deposits and sales tax calculations
- Maintains general ledger accounts by reconciling accounts receivable detail and control accounts; adjusting entries for amortizations prepaids; analyzing and reconciling retainage and accounts payable ledgers
- Preparing fixed asset depreciation and accruals schedules
- Secures financial information by completing database backups; keeping information confidential
- Maintains accounting controls by following policies and procedures; complying with Federal, state, and local financial legal requirements

- Accomplishes accounting and organizational mission by completing related results as needed
- Deadline-Oriented and attention to detail
- Provides information and assistance to HAMC staff, assists customers with account information and policies; responds to requests for information within the span of authority.
- Prepares monthly, quarterly and year-end financial, summary and technical reports as assigned.
- Assists in budget preparation
- Support auditors with reviews and audits and maintains accurate reports and reconciliations for audit purposes
- Analyzes records of expenditures and encumbrances and recommends necessary changes
- Consults with and advises internal departments on recording transactions and fiscal records
- Reviews and maintains general and subsidiary ledgers
- Reads and interprets contents of internal and external agreements and their financial application.
- Manages chart of accounts and assigns entries to proper accounts
- Assist in preparing financial presentations to Board, Management, and other constituents.
- Keeps current accounts of all financing activities and makes recommendations on the treatment of such items.
- Maintains accurate fixed asset schedules and adheres to HAMC's capitalization policy by applying proper treatment.
- Maintains absolute confidentiality of work-related issues, client records and HAMC information.
- Supports the relationship between HAMC and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and HAMC staff.
- Promotes the Executive Director's priorities for the operations of HAMC.

Required Knowledge and Skills:

- Understanding of standard accounting policies and procedures applicable to government and nonprofit agencies.
- Knowledge of public sector accounting, budgeting systems and procedures, and cost allocation plans.
- Knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to public sector financial administration.
- Proficient in financial statement preparation.
- Skill in understanding and applying accounting standards and procedures, and applicable Federal rules and regulations.
- Skill in correcting and updating financial information systems.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with other HAMC staff.
- Understanding of financial statements and reports; of accounting ledgers and journals; and of computer technology related to accounting systems. Ability is required to prepare basic financial statements and reports; to review and analyze financial information; and to maintain routine accounting data in appropriate ledgers and journals.
- Knowledge of payroll systems and budget preparation. Ability is required to review revenue and cost data for the preparation of budget housing programs.
- Skill in data mining and resolving complex financial reporting issues.
- Skill in researching and recommending appropriate treatment of business transaction for proper accounting.
- High levels of accuracy and proficiency in calculating and accounting for business transactions.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in verbal, written, and interpersonal communications.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Accounting; AND one (1) year of related accounting experience (A/P and/or A/R), including one (1) year with a public-sector agency.
- Experience working with government or non-profit agencies preferred.
- Valid Arizona Driver's License with good driving record required.

The Housing Authority of Maricopa County participates in the Employment Eligibility Verification Program (E-Verify) and requires a drug screen and background check for new employees.

Work Environment

Environmental Factors: Work is performed in an office environment.

Equipment and Tools Utilized: Standard equipment includes personal computer and standard office equipment.

Filing Process

As part of the job application process your completed [online](#) application must be completed to be considered for the position at www.maricopahousing.org. If you need assistance completing your application, please contact Human Resources, careers@maricopahousing.org.

Equal Employment Opportunity

It is the policy of the Housing Authority not to discriminate in employment or the provision of services. HAMC is an Equal Opportunity Employer. HAMC Human Resources provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact the Human Resources at 602-744-4500 if you require assistance.