HOUSING AUTHORITY of MARICOPA COUNTY

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EMPLOYMENT OPPORTUNITY

Job Title:	Accountant Hybrid Remote in Peoria, AZ
Address:	8910 N. 78th Avenue Phoenix, AZ. 85345
Salary:	Up to $52,832.00/year DOE
Conditions of Employment:	This is a full-time, exempt, and Unclassified position
Closing Date:	**Open Until Filled**

The Housing Authority of Maricopa County (HAMC) is seeking highly motivated applicants for the position of 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. Telework opportunity eligible only after successfully completing 12-month probation. Hybrid Remote work employee is expectation of quarterly in-person and as needed reporting to the Administrative Office.

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. Help manage finances on behalf of a nonprofit organization or program.

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.
- Prepares, examines, and analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits; checks documents for validity and accuracy of information; processes, records, files and distributes related paperwork.
- Enters data into computer systems, and maintains information system database; enters data, processes transactions, assesses and validates data, compiles documentation, reconciles records.
- Reconciles and reclassifies transactions and data as needed; reviews, investigates, and corrects errors and inconsistencies in entries, transactions, documents, and reports.
- Maintains the accuracy of the accounting, financial and technical records databases according to HAMC policies and procedures, monitors budgets and expenditures.

- Codes and analyzes special grant fund transactions; evaluates grant fund financial transactions for compliance with the grant fund agency requirements and HAMC policies and standards.
- Analyzes, updates and researches records and files of expenditures, payroll, accounts payable and receivable, technical accounting systems and business transactions.
- 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.
- Prepares and submits sales tax returns
- 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.
- Skill in financial modeling and use of advanced spreadsheet functions.
- Skill in developing financial narratives and communicating complex financial information in written and verbal formats.
- Skill in streamlining financial processes.
- Proficient in financial statement preparation and forecasting.
- 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.
- Governmental accounting standards or related and demonstrated ability to perform highly independent work, make independent decisions and resolve complex accounting and financial problems.
- 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.

- Demonstrates superior customer service, integrity, professionalism, and commitment to fiscally responsible activity.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Accounting, or a related field, AND Two (2) to Five (5) years of professional accounting experience, including one (1) year with a public-sector agency.

  An equivalent combination of post-secondary education and/or job-related experience may substitute for the required education on a year-for-year basis.
- Experience working with government or non-profit agencies preferred.
- Specialized training in HUD accounting regulations is preferred.
- Valid ~~Arizona~~ Driver's License with good driving record.

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

Work Environment

- **Environmental Factors**: Work is performed primarily in an office environment ~~with some property inspection work performed outdoors.~~
- **Equipment and Tools:** *Standard equipment includes personal computer and office equipment.*
- **Remote Worker Official Duty Station:** *HAMC will consider candidates who wish to perform all responsibilities from an official remote worker station. This candidate is considered to "Remote work". No additional stipends or compensation will be provided to remote or teleworking employees unless required by law.*

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.

Definitions

Telework – A work flexibility that enables eligible employees to perform their duties from an approved alternative worksite (e.g. home or telework center).

Remote Work - An arrangement under which an employee is not expected to report to an agency worksite on a regular and recurring basis—for remote workers, the remote work location is their official duty station (e.g., their home).