

# HOUSING AMERICA CORPORATION

## JOB DESCRIPTION

*Revised 6/20/11*

**JOB TITLE: ACCOUNTING SPECIALIST**

**SUPERVISED BY: FINANCIAL ACCOUNTANT**

**SALARY RANGE: DOE**

**STATUS: NON -EXEMPT; AT WILL POSITION.**

Under the administrative direction of the Financial Accountant will plan, organize, and oversee compliance with the financial accounting services, activities, and financial operation of Housing America Corporation Accounting Department to include, accounts payable, payroll preparation, accounts receivable, budgeting and employee benefits, coordinate assigned activities with other departments and divisions.

- Process accounts payable biweekly: match invoices with purchase orders, code purchase to proper general ledger account and process checks.
- Process payroll every 10 working days: obtain timesheets from each employee, verifying that leave requests and timesheets match.
- Complete biweekly and quarterly payroll tax reports for payment and/or submittal.
- Prepare and calculate Sales Tax reports.
- Prepare requests for reserve deposits for apartments if necessary based on account balances.
- Calculate management fees for Multi-Family apartment complexes.
- Prepare transfer sheets for management fees & overages.
- Prepare annual payroll reports to the IRS and the State of Arizona.
- Responsible for the preparation of Employee W-2 and contractor 1099 tax forms for year end.
- Prepare “worksheet” after Accounts Payable and P/R is done to allocate expenses to proper account.
- Prepare proper fund transfers to corporate account with Finance Director’s/Executive Director’s final approval.
- Assist Financial Accountant with the proposed budget process.
- Reconcile Accounts Receivable for Multi Family Apartment Complexes.
- Assist Grant Writer with budget preparation.
- Assist Finance Director/Executive Director with employee benefits.
- Maintain an adequate filing system.
- Compile information and assist on the financial audit preparation and documentation for fiscal year end.
- Open P.O. preparation prior to the beginning of a fiscal year.
- Greet vendors and general public in a courteous and business like manner.
- Perform other duties as assigned.

### ***QUALIFICATIONS***

- Knowledge of bookkeeping procedures and practices including computerized financial operations.
- Be familiar with chart of accounts categories.
- Prepare, verify and pay all bills, maintain back-up supporting purchase orders, prepare reports, requisitions and documents, maintain confidentiality of employee information.
- Knowledge of office methods, procedures and techniques including filing systems, telephone systems, telephone professionalism.
- Other related duties as required and/or assigned.

**REQUIREMENTS**

- College level courses in accounting or equivalent experience in business accounting or related field.
- Ability to use spreadsheet software and accounting software.
- Ability to work with other project staff and to work with public.
- Have at least 3 years of A/P and P/R experience.
- Must have reliable transportation and valid driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Strong computer skills.
- Excellent organizational, analytical, and math skills required.
- Good Oral/Written Communication skills a must.
- Proven ability to interact and work with a diverse group of people.
- Principles and practices of budget preparation and administration.
- Ability to maintain information, complete reports, and utilize computerized systems.
- Ability to manipulate necessary office equipment, computers, and peripherals
- Knowledge of Financial Accounting or Management Accounting principles.
- Knowledge of computer hardware, software and peripherals to enter, retrieve research and manage business processes.
- Ability to work in a high volume, deadline driven environment.
- Maintain confidentiality of employee and client information.
- Ability to effectively communicate verbally, individually and in groups, with internal contacts, and other external contacts as appropriate.
- Participate in and maintain drug free environment.