

Accounting Specialist

General Description

Coordinate general ledger posting, analyzing and reviewing accounting sub-ledgers, balance inter fund accounts and perform account analysis and bank reconciliations.

Essential Responsibilities & Job Duties

- Regular attendance at work
- Compliance with GMHA's Personnel Policies and drug-free workplace policy
- Ability to drive and maintain a valid Ohio driver's license
- Ability to accomplish essential job results

1. MAINTAIN ACCURATE BANK STATEMENT RECONCILIATIONS

- Balance and reconcile each statement exactly and accurately
- Analyze account records as required to achieve balancing
- Resolve or recommend resolutions to resolve account/statement discrepancies
- Research all needed source documentation for miscellaneous balancing entries

2. MAINTAIN ACCURATE AND UP-TO-DATE GENERAL LEDGER

- Post and balance accounting transactions to appropriate program ledgers and journals
- Monitor and process all entries from subsystem accounts timely and accurately
- Update and periodically post prepaid expense account accruals
- Post daily receipts, review monthly detail from Elite into G/L and post accordingly
- Analyze accounts, balancing all subsystem accounts and requesting inter-fund payments
- Create and post miscellaneous journal entries when needed

3. INSURE ACCURATE PAYMENTS FOR PROGRAM PARTICIPANTS

- Assist housing managers with client(s) account analysis
- Expedite issuance of special refund checks as needed or authorized

4. MAINTAIN ACCURATE REPORTS AND FINAL TENANT ACCOUNT BALANCES

- Assist with preparing regular Capital Fund reports. Compile all Capital Fund payments, prepare reports and request semi-monthly draws from HUD.
- Assist Housing Managers with Section 8, LIPH, Wise Manor and Quail Run TARS activity, corrections as needed
- Track/refund credit balances
- Prepare semi-annual account write-offs lists for September & March Board Meetings
- Prepare and analyze other reports as needed

5. ENSURE DEPARTMENT EFFECTIVENESS

- Assist Controller in preparation of various other HUD reports, internal reports and annual budget; annual audit schedules as well as 1099 issuance
- Keep financial and payroll information and plans confidential
- Serve as back-up to Controller for payroll functions
- Administering petty cash fund according to guidelines
- Serve as back-up to Accounting Assistant as needed
- Assist with preparing Annual Audit schedules and account analysis reviews

6. PROMOTE QUALITY PERFORMANCE

- Provide accounting support for special projects
- Work cooperatively as a team member to achieve department and agency goals in a professional manner
- Perform other duties as assigned

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Associate degree or equivalent work experience in accounting or a related field required
- At least three years experience with Fund or Government accounting
- Working knowledge and experience with accounting software programs
- Prefer understanding of GAAP accounting procedures
- Knowledge of agency policies, rules, and procedures
- Knowledge of basic office practices and procedures and general accounting practices
- Ability to organize daily, monthly or annual workload requirements
- Ability to be flexible in achieving job results and to work independently
- Ability to do basic bookkeeping and arithmetic, calculating fractions, decimals, percentages and ratios
- Ability to complete spreadsheets, and tables, word processing; and to use a calculator, copier and other modern office equipment
- Ability to communicate effectively
- Ability to record information and numbers in a legible and accurate manner
- Ability to establish and maintain effective relationships with the general public and fellow employees
- Ability to respect privacy and maintain confidentiality
- Ability to work under pressure