

HOUSING RESOURCES, INC. JOB DESCRIPTION

JOB TITLE: Staff Accountant

DEPARTMENT: Operations

REPORTS TO: Associate Director

DATE: May 1, 2009

DATE REVISED: July 17, 2013, July 6, 2021

STATUS: Exempt

DIRECT REPORTS: None

BASIC PURPOSE:

The Staff Accountant is responsible for researching, recording, and reporting financial transactions for Housing Resources, Inc. (HRI) and affiliates. These activities are to be accomplished within the framework of Housing Resources, Inc. policies and procedures under the overall direction of the Associate Director. Oversight for all finance duties will be performed by an accounting firm contracted as the Controller.

PRINCIPAL ACCOUNTABILITIES:

1. Conform to all standard accounting procedures as recommended by the independent accounting firm contracted by HRI.
2. Manage the financial reporting activities of HRI and all subsidiary entities: Kalamazoo Area Housing Corporation, Rickman House, Pinehurst Townhomes and Rosewood Community.
3. Prepare and maintain written procedures for all accounting functions.
4. Manage remote deposit functions for agency.
5. Assist with the review and negotiation of contracts with HRI vendors and suppliers, vendor form W-9 tracking and year-end 1099 reporting to contracted accountant.
6. Work with independent accounting firm, funders and auditors as requested.

7. Track program subsidy amounts and communicate subsidy information to associate director and program managers for month-end check processing.
8. Assist with month end closing including entering recurring journal entries.
9. Complete processing of payroll as assigned.
10. Oversee and record monthly invoices, payables, credit card transactions and payments.
11. Reconcile monthly employee accrued benefits and PTO balances with payroll system as assigned.
12. Manage monthly reconciliation of the general ledger trial balance accounts to subsidiary ledgers.
13. Assist the Associate Director with ongoing development and refinement of internal and external reporting to managers, officers, and board members.
14. In the event of staff absences (i.e., paid time off, leaves of absence, vacant positions), will perform additional responsibilities as necessary to meet department and/or agency outcomes and objectives.
15. Execute cross-training/back-up processes to meet on-going direct client services to accomplish the agency's mission to support housing needs.
16. Must have the ability to exercise considerable good judgment and discretion in establishing and maintaining good working relationships, and discretion and confidentiality with agency information.

POSITION SPECIFICATIONS/SCOPE:

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

Associates degree in accounting or finance with a minimum of five years accounting-related experience required. Excellent computer knowledge and experience required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of budgeting.
- High task orientation and ability to work with and through other people as part of a team while also performing responsibilities independently.
- Proven ability to organize and effectively manage through a complex, cross-segment business change initiative.
- Excellent computer literacy skills.
- Must be willing to work towards improving and maintaining positive workplace culture, promote positive organizational change and quality improvement.
- Maintain an energetic approach and have a strong work ethic.

- Ability to work effectively with diverse populations.
- Maintain a valid driver's license and have a reliable vehicle.

EQUIPMENT USED:

General office equipment, network-based computer, calculator.

EMPLOYEE: _____ DATE _____

MANAGER: _____ DATE _____

HUMAN RESOURCES: _____ DATE _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.