

Finance

General Accountant I

Dept/Div: *Finance*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate administrative work with responsibilities for accounting and financial reporting in accordance with GAAP for funds that may be assigned; auditing, reconciling and balancing assigned accounts, assisting in the preparation of budgets; performs or supports accounting duties relating to accounts payable/cash disbursement, including analyzing, reconciling and printing checks for rental assistance programs and creating and processing billing and reports for all funds; performing or supporting the processing of bi-weekly payroll; performing or supports accounting duties for accounts receivable/cash receipts, including analyzing, receipt and report accounting activity for all funds, and related work as apparent or assigned. Work is performed under the limited supervision of the Finance Director with limited oversight by the Senior Accountant.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

Performs or supports the accounts payable function for all activities. This includes, but is not limited to, the preparation, processing and disbursement of accounts payable for all funds. Specifically, verify data and accuracy of original vendor's invoice, including creating records for rental assistance participants and related billings for rental assistance payments; record accounts payable in the general ledger ensuring the invoice is properly coded as to fund and account; monitor due dates; resolve vendor issues; maintain updated vendor listing; maintain records on vendor/landlord insurance and W-9 information; print checks; verify sales and use tax is paid when required, determine 1099 status of vendors and prepare and submit required tax forms, i.e. 1096, 1099's and sales/use tax return; prepare cash disbursement listing monthly for the Board of Commissioners and support the accounts payable function as assigned.

Performs or supports the accounts receivable/cash receipts function for all activities. This includes, but is not limited to, the preparation, processing, receipt and reporting for housing assistance, grants, levy, tenant rents and other tenant related income accounting activity for all funds. Specifically, record approved monthly rent and other tenant charges; verify accuracy of tenant receipt activity from the management company and make necessary corrections; verify accuracy and coding of security deposit funds; maintain public housing and housing choice voucher Family Self-Sufficiency escrow accounts; maintain FSS and other accounts receivable subsidiary ledgers as necessary; monitor outstanding receivable balances; pickup and deposit laundry receipts from properties; ensure cash receipts are correctly and timely coded in the general ledger and that deposits are made promptly after receipt; prepare reports as requested.

Responsible for daily accounting activities and general ledger maintenance to ensure financial data and transactions are entered timely and accurately for all funds and activities. Make all necessary adjusting journal entries to the appropriate funds and accounts as necessary. Maintain any ancillary documents and files necessary to explain, detail or reconcile assigned general ledger accounts.

Prepare monthly bank reconciliations; trust reconciliations; and investment reconciliations for cash and investment accounts as assigned.

Performs or supports the accounting and reporting function for federal, state, county and other grant awards. This includes, but is not limited to, the accurate tracking of grant expenditures and grant receipts; collecting and summarizing data for internal and external reporting; and working with the Finance Director and other departmental staff.

Assist with the preparation of budgets for the joint ventures and other funds and activities as assigned. Assist with the preparation and distribution of working budget documents to responsible departmental staff. Review budget detail for accuracy and completeness. Import budget documents into the general ledger system and extract budgets data from the general ledger system as requested.

Prepare assigned workpapers for the annual audit; provide support to the Finance Director in answering auditors' questions and explaining audit variances; perform or support the preparation of the supplementary report to the audit.

May supports all activities necessary to process bi-weekly payroll. This includes, but is not limited to, working with a third party vendor; setting up and maintaining employee records within the third party vendor's payroll system, including employee voluntary and involuntary deductions; answer employee's questions on payroll system; create new general ledger accounts as necessary and prepare and post accounting entries to the general ledger; documenting and updating payroll procedures and preparing reports as requested.

Perform miscellaneous duties as assigned, including data entry, filing, record retention, typing, etc. and special projects as assigned by the Finance Director.

Knowledge, Skills and Abilities

Competencies required:

Some knowledge of real estate and property management; thorough skill managing financial resources; general skill managing work processes; some skill serving program clients; ability to use standard computer equipment; ability to display analytical and critical thinking skills; ability to display standard communication skills; ability to display general project management and organizational skills.

Other knowledge, skills and abilities required:

Thorough knowledge of accounting and budgeting principles, rules and regulations; thorough knowledge of accounting terminology, methods, procedures and equipment; thorough knowledge of principles and procedures of financial record keeping and reporting; thorough skill using standard office equipment and applicable hardware and software; thorough skill operating standard accounting software; thorough skill creating and maintaining various financial and accounting related records and reports; ability to understand and follow oral and written directions; ability to establish and follow work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to prepare complete and accurate reports from various accounting data; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to calculate averages and medians; ability to use online recordkeeping and banking systems; ability to operate personal computers including some knowledge of applicable software packages; ability to establish and maintain effective working relationships with vendors, contractors, current and former residents, homeowner associations, elected officials, associates and the general public; ability to respect and relate well to people from varied backgrounds, understand diverse worldviews, and be sensitive to group differences; ability to see diversity as an opportunity, and challenge bias and intolerance.

Education and Experience

Associate's degree in accounting, or related field and moderate experience working in governmental accounting, or equivalent combination of education and experience. Bachelor's degree preferred.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires lifting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Applicable agency and department training necessary to meet the essential functions will be provided upon hire. Valid driver's license in the State of Minnesota.

Last Revised: 04/18/2017