

# **NOTICE OF EMPLOYMENT OPPORTUNITY**

**December 22, 2022**

## **Accountant I**

**Full Time, Exempt Position**

**Entry Level**

**Annual Salary is \$37,492.67**

**Pay Grade 105**

**Applications Accepted Until January 6, 2023**

**Call Mark Taylor at 304/348-6451, ext. 322,  
or Kim Casey at 304/348-6451, ext. 326,  
or visit [www.ckha.com/jobs.htm](http://www.ckha.com/jobs.htm) to download  
and print an Application for Employment**



## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Accountant I	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	02-Finance	<b>PAY GRADE:</b>	105
<b>REPORTS TO:</b>	Accounting Supervisor	<b>REVISED DATE:</b>	08/10/2021

### POSITION SUMMARY

Assist in performing Charleston-Kanawha Housing Authority (CKHA) accounting functions as related to public housing and Housing Choice Voucher Program accounting.

### ESSENTIAL FUNCTIONS

The following represents principal responsibilities of the position; however, they are not intended to be all inclusive. CKHA reserves the right to change, reassign, or combine job duties at any time and at its discretion.

- Direct and control the tenant accounting activities, the processing of accounts payable and accounts receivable, the General Ledger activities, and the cash flow.
- Prepare journal vouchers for input to general ledger. Maintain and control monthly General Ledger closing calendar, control monthly General Ledger closing to meet the established closing calendar deadlines. Prepare monthly financial reports for departments, directors and MIS meetings.
- Monitor all income and expense for effective budgetary control. Project income and expenses, perform variance analyses, and make recommendations.
- Maintain control over tenant accounting function. Reconcile Daily Statement of Operations and Tenant Ledger to General Ledger. Assist Housing Managers and Management Assistants with questions about payments, move outs, collection loss, security deposits, etc. Check payments and reconcile cash at the end of the month for various cash accounts.
- Must adhere to all laws and regulations governing fiscal record keeping.
- Assist Accountant II to control the tenant accounting function. Review and balance payments collected and reconcile cash at the end of the month. Assist Housing Managers and Management Assistants with questions about payments, move-outs, utility refunds, collection loss, security deposits, etc.
- Assist in the development and maintenance of an internal control. Audit and review tenant accounts. Receive all collection loss payments. Responsible for account reconciliation for the General Ledger.
- Review General Ledger for unusual items and misclassified items, analyze accounts and make corrections.
- Prepare reconciliations for all assigned bank accounts, properly identifying reconciling items, correct and notify bank of their errors
- Assist the Accounting Supervisor with accounting functions of CKHA in relation to the Low Rent Public Housing, Housing Choice Voucher, tax credit programs, or any other programs and grants administered.
- Analyze and monitor monthly cost activity versus budget.
- Prepare and submit payroll related reports including monthly retirement reports, and quarterly federal tax and unemployment compensation reports.
- Track and maintain payroll and fringe benefit allocations based on cost. Code all insurance and payroll tax bills using MS Excel Spreadsheet.

- Audit travel/mileage expense reimbursement information.
- Prepare reconciliations for assigned AMPs, including asset & liabilities.
- Deposit, track and maintain reconciliation for various cash receipts including repayment agreements for tenants, landlords, portability, and Family Self-Sufficiency (FSS) participant detail.
- Assist in year-end financial audit and closing of ledgers.
- Code and balance utilities, switch utilities from tenants to CKHA.
- Audit payroll for accuracy.
- Enthusiastically promote the Chief Executive Officer (CEO)'s priorities for the operations of CKHA.
- Understand and follow directions.
- Regular attendance and punctuality are required.
- Perform other duties as assigned.

### **WORK PLACE CONDUCT**

CKHA's goal is to develop a friendly, confident work environment. A good working relationship between co-workers, supervisors, and management is an important element in the success of everyone's career. As a result, CKHA expects employees to be respectful of their co-workers, supervisors, managers, customers, clients, and vendors. Employees are expected to perform their work in a professional and accurate manner. The responsibility for ethical behavior rests with the individuals who work for the Housing Authority. CKHA's reputation is built upon the acts of each employee. As a result, we expect our employees to be:

- Accurate in their communications, never misrepresenting the facts or shading the truth.
- Honest in promising what can be delivered and dependable in following through on work commitments.
- Display a positive image at all times.

### **QUALIFICATIONS**

**Education/Knowledge/Licensure:** Bachelor's degree in accounting, finance, or business administration with a minimum of twenty-four (24) hours in accounting. Knowledge of computerized accounting system and generally accepted accounting principles and procedures. Knowledge of office practices, procedures, and office equipment. Requires a valid West Virginia driver's license.

**Skills:** Must be proficient in Microsoft Operating System as well as Microsoft Office applications (Microsoft Word and Excel). Ability to detect errors or discrepancies in the entry of records, posting data, or other entries. Ability to handle independent decisions based on interpretations of policies and procedures. Ability to retain confidentiality of information. Requires strong skills in organization, concentration, time management, initiative, and attention to detail. Ability to work independently. Must be able to deal with frequent interruptions.

**Experience:** A minimum of two (2) years of General Accounting and working knowledge or exposure to automated general ledger system.

The knowledge, skills, and abilities listed above are typically acquired through the levels of education and experience listed. However, any equivalent combination of education and/or experience, which

provide an applicant with the listed knowledge, skills, and abilities to perform the essential duties and responsibilities of the job, is acceptable.

**Required Special Qualifications:** None.

### **WORKING CONDITIONS**

**Environmental Conditions:** Work is generally performed within an office environment, with standard office equipment. Work is generally sedentary in nature but may require standing and walking. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will spend long hours sitting, using office equipment, and computers. The employee is required to read, write, hear, and communicate fluently in English. The employee is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**CKHA is an Equal Opportunity Employer  
Drug Free Workplace**