

**HOUSING AUTHORITY OF BREVARD COUNTY
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTING SPECIALIST

NATURE OF WORK:

This is an intermediate level accounting position working in a highly complex Finance and Accounting Department. The incumbent in this position must be able to work with limited supervision, be able to make decisions, interpret rules and regulations, direct the organization's personnel in the proper reporting classification of purchases, assist company personnel in resolving problems related to the procurement and purchase of items, coordinate with the Procurement, Housing Administration, Inventory Maintenance and CEO's office on all expenditure items, resolve issues with vendors, etc. This position must be able to creatively resolve issues and problems and develop innovative solutions to problems.

The Accounting Specialist will be assigned and cross trained in one or more of the following core areas: Accounts Payable, Cash/Treasury; Payroll; and Account Reconciliation, Research and Analysis. Work is performed under the general direction of the Senior Accounting Associate.

TYPICAL DUTIES: (Duties are illustrative and not meant to be all inclusive)

Accounts Payable Functions:

1. Examine and audit invoices, vouchers, check requests and/or statements for classification of expenditures to appropriate Housing Authority, programs and account.
2. Enter transactions into the accounting system allocated to the appropriate Housing Authority and program.
3. Create check runs and reports for processing to the General Ledger system.
4. Reconcile all accounts payable transactions on a monthly basis to the General Ledger system for each Housing Authority to determine that all transactions are posted to the appropriate Housing Authority, program and account.

Cash Treasury Functions:

1. Process all cash receipts for each Housing Authority.
2. Prepare bank deposits and post payments into the Check Reconciliation system. Maintain and report the balances of each bank account on a daily basis.
3. Process and print all Section 8 Voucher programs Landlord and Tenant checks on a monthly basis. Process Section 8 Check Registers from software system and develop Excel spreadsheet accordingly.

Payroll Functions:

1. Perform all phases of the payroll processing cycle for all Housing Authorities on a bi-weekly basis.
2. Transmits direct deposit file to the financial institution, prepares batches for checks and direct deposits and distributes payroll checks.
3. Creates various biweekly, monthly, quarterly and annual reports for use by management staff and external customers.
4. Assists in the preparation of tax deposit calculations, quarterly IRS 941 tax returns, quarterly State of Florida Department of Revenue UCT6 tax returns, master payroll balancing to the General Ledger system and all required governmental reporting in an accurate and timely manner.

Account Reconciliation, Research and Analysis:

1. Prepares monthly closing entries to reconcile all account transactions processed in the subsidiary ledgers to the respective general ledgers by Housing Authority and program.
2. Reviews the trial balance for errors, researches and corrects errors as needed.
3. Prepare spreadsheets and reconcile cash receipts subsystem and the accounts receivable subsystem to the general ledger accounts.
4. Prepares year-end audit work papers in the areas of accounts payable, accounts receivable, cash receipts, inventory, payroll, prepaid expenses, tenant A/R, and Workers Compensation.
5. Responsible for filing and maintaining files for all accounts referenced above.
6. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of accounting principles and procedures including project based accounting, and the proven ability to apply such knowledge to daily work situations in a complex accounting work environment.
- Ability to analyze accounting records, interprets information, make recommendations and prepare management reports.
- Ability to proficiently operate various office machines including a desktop computer, check printers etc. according to standardized, established procedures.
- Intermediate to advanced knowledge and use of Excel.
- Ability to think clearly, make decisions timely and respond to emergencies in a professional manner.
- Ability to make mathematical calculations accurately and rapidly.

TRAINING AND EXPERIENCE REQUIRED:

At least two (2) years accounting experience or an equivalent combination of training and experience is required. Incumbent must be proficient in Microsoft Excel and Word and have documented experience in account reconciliation and analysis.

Special Requirements:

- Employment is contingent upon passing a pre-employment background investigation and motor vehicle report.
- Incumbent must obtain and maintain a valid Florida driver's license and meet the Authority's insurance provider's requirements to drive a company vehicle. Incumbent must be bondable.
- Incumbent must be a Brevard County resident or be able to establish residency within six months of employment.
- This is an hourly, non-supervisory position eligible for overtime. Starting hourly rate is \$14.00 to \$16.00 DOE.