JOB TITLE: ACCOUNTANT
REPORTS TO: CHIEF FINANCIAL OFFICER
STATUS: NON-EXEMPT

JOB SUMMARY & ESSENTIAL JOB FUNCTIONS

The Accountant is responsible for all aspects of fund accounting and is expected to display considerable initiative in meeting deadlines, perform bookkeeping and technical accounting work, as well as identifying ways to improve and/or streamline processes within their areas of responsibility. The Accountant ensures that day-to-day accounting and fiscal activities are in conformance with accepted standards and appropriate laws and regulations. Successful performance of the work requires a thorough knowledge of public agency accounting procedures and the ability to exercise sound independent judgment within established guidelines. They independently perform advanced accounting analysis and administrative work in Jefferson County Housing Authority, and will be involved in all areas (including financial statements, notes to the financial statements, bank and general ledger reconciliations, monthly and quarterly reporting for board meetings, journal entries, budget schedules, and statistical schedules) of the compilation of the Management Discussion and Analysis (MD&A). At this level, considerable initiative and independent judgment are expected in resolving day-to-day problems, even where clear-cut guidelines are not available. Receives general direction from higher level personnel to ensure overall results are achieved. Ensures that procedures are in compliance with statute, generally accepted accounting principles (GAAP), and financial accounting standards board (FASB), and governmental accounting standards board (GASB).

PREFERRED REQUIREMENTS

Certified Public Accountant
Experience in fields such as Real Estate, development, property management, affordable housing or governmental

MINIMUM REQUIREMENTS

Education: Bachelor's degree in accounting, auditing, or a closely related field of study. Business Administration degrees with an Accounting concentration are qualifying to include governmental accounting (advanced degree is desirable).
Experience: Minimum of two years of accounting experience in the public and or private accounting field or relevant field or any combination of education and experience that provides the requisite knowledge to successfully perform the duties.

Criminal background check is required

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