



## **JOB DESCRIPTION**

**Job Title: Accountant II**

**Supervisor: Director of Operations & Finance**

### **Job Statement:**

The main duty of the Accountant II is to assist the Director of Operations & Finance in ensuring accurate agency financial accountability and works with all departments for proper accounting of assets, purchasing and budgeting. Reports directly to the Finance Director. Works to preserve and enhance the stability of the Authority and Affiliates.

### **Job Description:**

Essential duties and functions include the following and other related duties may be assigned.

- Assists and participates in the development of the annual budgets; directs appropriate analysis of General Ledgers for one or more of the Agency's programs.
- Assists in implementing general accounting, property accounting and internal controls to ensure transactions are recorded within GAAP, HUD and evaluates Agency Financial Policy and Procedures.
- Maintains and reconciles state and federal grants.
- May review and supervise the work of the Accountant I
- Assist the Accountant I with payroll as needed and provides accounts payable guidance as needed.
- Assists in the development of all monthly, quarterly, and annual financial reports to ensure accuracy and to evaluate status for financial forecasts.
- Oversees Payroll and all Accounting measures of Agency.
- Reconciles accounts, identifies, and prepares corrections by collecting and analyzing account information and analyzing accounting options.
- Performs GL reconciliations and prepares journal entries for approval and posting.
- Audits petty cash on and off site.
- Perform other duties as assigned.

### **Qualifications and Knowledge:**

- Bachelor's degree from an accredited college or university in Accounting, Finance, Business or related field or work experience equivalent.
- Three (3) years of increasingly responsible professional experience in a Governmental Accounting environment.
- Three (3) years of experience in a management responsibility capacity; preferably in a Public Housing or property management environment.
- Knowledge of Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices, and policies.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards.
- Knowledge of Public Housing Laws, Program and Agency rules and regulations, standards and programs, and the local and national financial markets.
- Knowledge of Labor Laws as it pertains to payroll and deductions.
- Knowledge of operational characteristics, services and activities of forecasting and budgeting administration programs.
- Knowledge of advance principles and practices of record keeping and records management and budget preparation and administration.
- Proficient in utilizing Microsoft Office including Excel and Power Point including property management software's and accounting systems.
- Ability to analyze problems, identify alternative solutions, project results, and implement recommendations in support of established goals.
- Ability to multi-task, work independently and prioritize workload and demands.
- Ability to communicate with co-workers, and business contacts in a courteous and professional manner.
- Ability to communicate clearly and effectively both verbally and in writing.
- Able to communicate clearly, concisely in both English/Spanish preferred.
- Ability to maintain confidentiality.
- Eligibility for coverage under PHA fleet auto insurance.

### **Supervision Received and Given**

The employee receives instructions from the Director of Operations & Finance. Courses of action, deadlines, and priorities are established by procedure, the supervisor, or the employee, depending on the assignment. Routine duties are initiated by the employee without supervisory direction. Instructions to the employee may be general or specific in nature. Problems or situations not covered by instructions are usually referred to the supervisor for resolution. The employee's work is reviewed periodically for accuracy, completion, and compliance with policies and procedures. The employee works primarily independently with little guidance.

**The employee has some supervisory responsibilities.**

## **Guidelines**

The employee refers to HUD guidelines, Generally Accepted Accounting Principles, internal policies and procedures and to computer accounting applications manuals in performing work. These guidelines cover most job-related situations although the employee is usually required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the supervisor or makes a decision based on the circumstances. Good judgment is needed to code invoices.

## **Complexity**

The employee performs a wide variety of routine and generally related tasks. The course of action is determined by established procedure, the supervisor, or the employee. Tasks always have to be coordinated, integrated, and/or prioritized. Some computer applications may be difficult to accomplish and require resourcefulness and extra effort by the employee. Decisions regarding unusual circumstances may be made by the employee on occasion.

Difficulty arises when procedures are not followed by other departments. Year-end schedules and balancing can also be complex.

## **Scope and Effect**

The employee's work affects vendors, residents, and other Authority employees but most importantly the financial reporting. Successful accomplishment of tasks by the employee ensures that: (1) adequate sources are available for goods and services; (2) management is provided accurate and timely financial and other information to make informed decisions; and (3) vendors are paid in a timely manner.

## **Personal Contacts**

Most of the employee's contacts are with vendors, contractors, and co-workers, although contact with assisted families may be necessary when researching family files. Contacts are made: (1) to give, obtain or clarify information regarding vendor accounts and resolve problems; and (2) provide assistance to other Authority personnel.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function 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 is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds.

The noise level in the work environment is usually quiet.

A criminal background and drug screen must be completed before hire. An official McHC Employment Application must be completed, and a resume submitted. McHC is an equal opportunity employer and

adheres to Section 504 of the Rehabilitation Act of 1973 by providing equal access to services, programs and activities for qualified individuals with disabilities.

**Work Environment**

Work involves the normal risks or discomforts associated within office environment but are usually in an area that is adequately cooled, heated, lighted and ventilated.

A criminal background and drug screen must be completed before hire. An official McHC Employment Application must be completed, and a resume submitted. McHC is an equal opportunity employer and adheres to Section 504 of the Rehabilitation Act of 1973 by providing equal access to services, programs, and activities for qualified individuals with disabilities.

Starting Salary is based on experience \$16 - \$18

**Position is open until filled.**

Interested applicants must complete an official agency available on the website  
[www.mcallenhc.org](http://www.mcallenhc.org)

Original application copies can be emailed, mailed or dropped off at the McAllen Housing Commission main office located at:

**Attn: HR Dept.  
1200 N. 25th St.  
McAllen, TX 78501  
[arosas@mcallenhc.org](mailto:arosas@mcallenhc.org)**