



Staff Accountant

Fort Collins Housing Authority, Fort Collins CO

Get ready to take your career to a higher level of success and serve a greater purpose. The Fort Collins Housing Authority is an independent, entrepreneurial, public nonprofit organization that is growing stronger as we continue to serve the community managing low-income and affordable housing projects.

The ideal candidate will listen attentively to others, be highly driven, pro-active and detailed oriented. Work effectively in a team environment and actively participate in joint problem solving; willingly cooperates with co-workers. Identifies and takes advantage of opportunities for personal and professional development. Comes to meetings prepared and on time; honors work commitments; follows through on what was agreed upon and meets agreed upon deadlines.

Minimum Qualifications

- BA and 3 years of professional accounting work of moderate difficulty; or equivalent combination of education and experience.
- Ability to read, analyze and interpret technical procedures or government regulations.
- Immediate level computer and reporting ability and understanding impact of accounting outcomes.
- Must be able to define problems, collect data and establish facts, make recommendations and conclusions.

Annual compensation is commensurate with experience and education. **Limited travel**

For details and application instructions, please visit <http://fchousing.com/about-us/employment>

Equal Employment Opportunity

FORT COLLINS HOUSING AUTHORITY JOB DESCRIPTION

Job Title:	Staff Accountant	Approved By:	Executive Director
Reports To:	Senior Accountant Federal Programs	Approval Date:	November 2013
FLSA Status:	Non-Exempt	Reviewed Date:	November 2013

SUMMARY

Under general supervision, performs professional accounting work of moderate difficulty. Responsible for maintaining accounting records related to specifically assigned entities involved in managing of low-income and affordable housing projects. Works closely with internal staff from a wide variety of departments. Performs related work as required or assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Applies principles of accounting to prepare entries to accounts, analyze financial information and prepare financial reports.
- Primary responsibility for accounting and compliance for Fort Collins Housing Corporation (FCHC), tax credit funded low-income housing projects, and fee accounting clients of the Fort Collins Housing Authority (FCHA).
- Responsibility for the month-end close and preparation of monthly financial statements for entities assigned.
- Reconcile and maintain comprehensive records for all general ledger balance sheet accounts for areas assigned.
- Performs monthly bank reconciliations and records the appropriate entries to reflect bank activity across all entities managed by the FCHA.
- Primary responsibility for reconciliation of all corporate credit card and purchasing accounts across all entities.
- Primary responsibility for set-up, maintenance, and standardized reporting for fixed assets of all entities managed by the FCHA.
- Assists in the design, installation, modification, documentation, and coordination of implementation of accounting systems/modules and accounting control procedures.
- Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions.
- Assists with preparation of audit schedules and work papers.
- Primary back-up to accounting clerical staff in areas such as Accounts Payable, Accounts Receivable, and Payroll as required.
- Primary responsibility for organization of all accounting records required to properly document general ledger activity across all entities managed by the FCHA. Provides guidance, as needed, to accounting clerical staff that are directly responsible for maintaining these records.

- Assists with the entry and upkeep of budgets within the accounting system across all entities managed by the FCHA.
- Preparation of regulatory reports, or audit of reports prepared by others, and entry of data to automated reporting systems for federal funded programs, as requested.
- Conducts studies and submits recommendations for improving the organization's accounting operation.
- Other duties as assigned in support of the mission of the Fort Collins Housing Authority.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

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

- **Education and/or Experience** – Bachelor's degree from an accredited college or university program in accounting, finance or related field; three (3) or more years general accounting experience preferred; or equivalent combination of education and experience.
- **Language Skills** – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and general business correspondence. Ability to effectively present information, both orally and in writing.
- **Mathematical Skills** – Ability to apply advanced mathematical concepts. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- **Reasoning Ability** – Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Colorado Driver's License.

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 is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.