



Job Announcement

20200295 Accounting Supervisor – LHA Focus

CLOSING DATE: November 20, 2020

APPLY ONLINE AT [LONGMONTCOLORADO.GOV/JOBS](https://longmontcolorado.gov/jobs)

Department: Longmont Housing Authority

Division: Longmont Housing Authority

Hiring Range: \$7,345 - \$8,161/month

Regular Full-time with Benefits

Monday – Friday, 8:00 am – 5:00 pm

Evening meetings may be required

Definition: Performs professional accounting work of considerable difficulty and supervises staff members engaged in all facets of accounting for the Longmont Housing Authority (LHA). Performs related work as required or assigned. This position reports to the Accounting Manager and collaborates frequently with Management and other LHA staff.

Principal Duties:

Accounting & Financial Statements

- Oversee all phases of Revenues & Expenditures, General Ledger, Accounts Receivable, Accounts Payable, Payroll, Fixed Asset Management, Balance Sheets, Grants and Contracts Reporting, and Fiscal Period Closings.
- Monitors and controls an effective accounting system which provides various levels of management with appropriate and accurate financial reporting of operations in accordance with generally accepted accounting principles and practices.
- Performs month-end/quarter-end/year-end closing of books for LHA and all related or managed entities by established deadlines.
- Responsible for preparation of financial statements for the LHA and all related or managed entities.
- Responsible for completion of required financial reports for funding agencies.
- Prepares, by the deadline, all applicable reports, financial and budget records and any other reports deemed necessary.
- Responsible for the timeliness and accuracy of all financial records and reports for all LHA programs. Coordinates external audits and all compliance reporting.
- Able to prepare financial reports for LHA executives, board and funding agencies in accordance with generally accepted accounting principles.
- Capable of preparing cost allocation plans, and fringe benefits management plans.
- Responsible for preparation of the Comprehensive Annual Financial Report for the LHA and other reports as assigned.
- Ensures consistent, reliable and timely financial information for entities assigned is disseminated to the financial statement users and executive management team.
- Prepares the Schedule of Federal Financial Assistance for monthly financial statement presentation and inclusion in annual audit.
- Responsible for timely completion of the month end close process for all LHA entities.
- Prepare and/or review account analyses, monthly analytical reviews of balance sheets and income statements, and budget variances.
- Prepare, review, and post journal entries as required.
- Reconcile and maintain comprehensive records for all general ledger balance sheet accounts for areas assigned.

Audits

- Responsible for preparation, oversight, review and verification of accuracy of financial statements, explanatory notes and schedules for audit use for LHA and all related or managed entities.
- Assist in managing the relationship with internal and external auditors, consultants, federal regulatory agencies, suppliers and other entities necessary for the cordial business functions of LHA and all related or managed entities.

Federal Program Accounting & Compliance

- Follows Longmont Housing Authority, U.S. Department of Housing and Urban Development (HUD), and Colorado Housing and Finance Authority (CHFA) policies, procedures, rules and regulations, where applicable.
- Ensures compliance with HUD and other regulators.
- Responsible for completion of required financial reports for funding agencies, including Responsible for accuracy and timeliness of data maintained in the Department of Housing and Urban Development (HUD) Real Estate Assessment Center (REAC) system for all managed entities.
- Responsible for internal controls, accuracy and timeliness of required financial information in all other federal reporting systems including, but not limited to, the Voucher Management System (VMS) and the Line of Credit Control System (LOCCS).
- Makes recommendations for maximization of HUD scoring based on best practices in budget and financial management.

Budgets

- Directly involved in preparation of annual operating budgets, reviews of budget proposals, and preparation of supporting documentation and justification.
- Assist in preparation of the budgets for new program proposals, ongoing assessment of spending progress throughout the duration of existing programs, planning for additional personnel and space needs based on proposals.
- Prepares reports which summarize and forecast agency business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
- Analyze operating performance against plans, trends, budgets and other standards in a timely manner.

Accounting System

- Responsible for identifying and implementing full capabilities of the accounting software to gain maximum efficiencies from the system.
- Assist in developing goals and objectives related to efficiency of accounting systems and procedures.
- Reviews and develops improvements to accounting internal control systems.
- Capable of installing and maintaining computerized financial information system.
- Assist in analyzing and designing accounting systems if required.

Internal Controls

- Ensure proper documentation and audit trails for all accounting transactions.
- Establish internal control systems to assure the protection of assets.

Working Environment: Standard indoor office environment. Primary office at LHA administrative offices with regular visits to properties. Ability to work flexible hours including evenings and weekends. The noise level in the work environment is usually low to moderate. Position requires attendance at meetings in office and outside agency, including evening meetings.

Qualifications: Any combination of education and experience equivalent to a Bachelor's Degree from an accredited college or university with major coursework in accounting and four years of increasingly responsible experience in governmental accounting or auditing work, including three years in a supervisory capacity, or demonstrated skills/training in supervision. ***Additional Qualifications:*** CPA Preferred. Government accounting experience and thorough knowledge of governmental procurement policies and procedures. Considerable knowledge of the financial reporting and accounting practices associated with the receipt and expenditure of HUD funds for the Housing Choice Voucher program. Requires a valid Colorado Driver's License and the ability to be insured at standard rates.

Selection

The selection process will include complete job description review, personal interview, background investigation, criminal background check, and substance screening.

DEADLINE: 11:59 P.M. ON November 20, 2020

Online application (required) must be successfully submitted by 11:59 p.m. on November 20, 2020. The online application process is available for this position on our website at www.longmontcolorado.gov/jobs. Resumes are not accepted in lieu of the City Application. For more information, call (303) 651-8609.

The City of Longmont offers Equal Opportunity for employment to all qualified applicants. It is the policy of the City of Longmont not to discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, veteran status, or disability unless related to a bona fide occupational requirement. If you need special assistance in the selection process, please contact the Human Resources Department in advance to make arrangements.

AN EQUAL OPPORTUNITY EMPLOYER

ALL CITY OF LONGMONT FACILITIES ARE SMOKE FREE