



“Committed to Safe and Affordable Housing”

Job Title: Accounting Supervisor
Classification: Non-Exempt
Category: Financial Services
Salary Range: \$28.50 - \$43.00 hourly

Definition

The Accounting Supervisor assists the Finance Director in all phases of accounting work, including accounting, financial reporting, audits, budget management and payroll. Responsibilities include overseeing the day-to-day accounting for the Housing Authority, which includes performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility, ensuring all accounting and financial operations, procedures, and internal controls are in compliance with Housing Authority policies, Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB) and Governmental Accounting Standards Board (GASB) standards, and Department of Housing and Urban Development (HUD) guidelines. The incumbent is responsible for providing professional-level support to the Finance Director in a variety of areas and acts in the place of the Finance Director when absent.

Typical Work

Supervise and support day-to-day accounting operations, including payroll, accounts payable, accounts receivable, general ledger, and bank reconciliation functions.

Responsible for reconciling bank accounts and general ledgers.

Prepares and records assets, liability, revenue, and expense entries by compiling and analyzing finance information. Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions, and resolving discrepancies.

Assists in the development and implementation of goals and procedures relating to the department.

Plans, manages, and participates in the design, development, and administration of finance functions, including accounting, financial management and reporting, audits, budget management and payroll ensuring their procedural compliance, accuracy, and that deadlines are met.

Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures. Assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends it to the Finance Director.

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Manages, trains and evaluates staff including review of work and develops processes designed to support a continuous learning environment.

Assists and supports the Finance Director with annual audit preparations, Investigating and resolving audit findings, account discrepancies, and issues of non-compliance.

Assists with all financial aspects of the pre-development, rehabilitation, and construction process and activities of the Housing Authority.

Supervises and manages the utilization of accounting software, ensuring its proper configuration, integration, and functionality to streamline financial processes, improve data accuracy, and support efficient reporting.

Prepare and submit various financial analyses and reports to the management team, the board of directors, and outside organizations/entities as required; maintain related filing systems and spreadsheets.

Protect the privacy of all client related information; keep a strict confidentiality of YHA business both while at work and during off duty hours.

Perform other duties as required.

Knowledge and Abilities

- Expert knowledge of accounting and financial principles, regulations and best practices
- Excellent understanding of governmental guidelines and tax laws that affect the Housing Authority
- Highly organized with keen attention to detail
- Proficient with data analysis, critical thinking and problem solving
- Excellent communication and interpersonal skills
- Proficient in basic office and accounting software programs
- Collaboration and teamwork skills
- Maintaining the general ledger: This involves recording financial transactions into the appropriate accounts, posting debits and credits, and reconciling accounts to ensure accuracy
- Assisting with the month-end and year-end close process: this includes preparing journal entries, updating account balances, and creating financial reports
- Compliance: ensuring compliance with standard accounting principles and Housing Authority procedures
- Collaborating with other departments: Working with other departments to clarify and resolve accounting issues
- Helping with maintaining accounts payable and accounts receivable records



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Legal Requirements

Additional licenses or certifications may be required. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for this position.

Desirable Qualifications

Position typically requires a bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, business administration, or a closely related field; and five (5) years of increasingly responsible professional accounting experience, including three (3) years of supervisory experience. Strong mathematical, writing and spelling skills, well organized and detail oriented; ability to prioritize multiple tasks; excellent computer skills; knowledge of standard office equipment; exceptionally high integrity; AND the ability to perform the work.

Employee Signature

Date