



Housing Authority of the City of Reno

STAFF ACCOUNTANT

Department: Administration
Reports to: Director of Administration
Exempt/Grade: Nonexempt / 9

DEFINITION

Under general supervision, the Staff Accountant is responsible for performing difficult and complex accounting work in connection with interpreting and processing financial records; performing technical accounting and statistical tasks; reviewing payroll, statistical and financial records and transactions; preparing analytical and narrative accounting reports and work papers.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES

- Participates in the maintenance of both automated and manually-prepared accounting records.
- Helps develop and prepare budgets relating to the Housing Authority's operating, development, modernization and rental assistance program needs.
- Prepares fiscal reports relating to all phases of operations (i.e., quarterly reports on development and modernization activities), as well as ongoing special projects.
- Maintains vendor information and any updates to ensure compliance with the issuance of 1099s.
- Maintains Chart of Accounts and valid account combinations in accounting software.
- Assists in the collection of time cards and preparation of bi-weekly payroll, and may perform this function independently as needed, including variance analysis.
- Assists in the preparation of financial statements, management reports and various HUD reports.
- Assists in preparing and maintaining various records and reports, including audit work papers, tax forms and monthly and quarterly statements.
- Performs a wide variety of clerical work including typing, filing, checking and recording information on records.
- Performs balance sheet reconciliations including large bank reconciliations as assigned.
- May perform, as needed, tasks related to procurement, accounts payable, accounts receivable, vendor inquiries and collections.
- Performs related work as required.

EMPLOYMENT STANDARDS

1. MINIMUM EDUCATION AND EXPERIENCE

- Four year college degree in Accounting or Finance and at least one year of significant accounting experience, preferably in Governmental and/or HUD.

2. REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of HUD Regulations governing the fiscal operations of a Public Housing Authority preferred.
- Ability to communicate tactfully and effectively in both written and verbal form in English, and preferably also in Spanish.
- Operating knowledge of computer programs for spreadsheets, databases, bookkeeping, and word processing.

3. ADDITIONAL REQUIREMENTS

- Ability to work in a typical office setting and operate standard office equipment, including computers, printers, telephones, copiers, and calculators.
- Must be able to lift and/or carry objects and/or materials up to 25 lbs.
- Ability to travel to different sites and locations as required to perform job requirements or obtain agency-directed training.
- Possession of a valid driver's license with a good driving record.
- Credit check required.