



# Housing Authority of the City of Reno

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## ACCOUNTANT

DEPARTMENT: Administration  
REPORTS TO: Director of Administration  
EXEMPT/GRADE: Non-Exempt / Grade 4

### DEFINITION

Under general supervision, the Accountant performs accounting duties of average to difficult complexity in support of financial operations of the Reno Housing Authority's programs. Applies professional accounting principles, methods and procedures to the maintenance of accounting records and in the preparation of various fiscal and financial reports.

### EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES

- Assists in the monitoring and evaluation of progress and performance of assigned functions of the Authority.
- Prepares and maintains Board reports, detailed financial reports and other communication as required.
- Collects, analyzes and summarizes statistical data related to revenue capacity, debt capacity and operating costs for use in financial reporting.
- Coordinates the development of Authority budgets and provides review of revenue and expense in accordance with budgets.
- Verifies revenues and expenditures to proper accounts.
- Identify and communicate business process inefficiencies or operational issues observed while performing audits and recommend corrective action.
- Performs analysis of funds and accounts by reviewing general and subsidiary ledgers and other accounting records.
- Assists in preparing and maintaining various records and reports, including audit work papers, tax forms and monthly and quarterly statements.
- Monitors Authority compliance with Federal requirements and Authority policy.
- Conducts reconciliations of various accounts.
- Reviews Authority payments and receipts.
- Provides information as needed by management.
- Assists in the annual audit process.
- Performs related work as required.

- Bachelor's degree in accounting or finance and at least two years of significant accounting experience, preferably in federal, state or other governmental accounting.

### 2. REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of accounting methods, principles, and techniques.
- Knowledge of office practices and procedures.
- Knowledge of mathematics and basic statistics.
- Skill in computer word processing and spreadsheet applications.
- Knowledge of federal and state law, and regulations and ordinances governing the fiscal operations of the Authority.
- Knowledge of electronic data processing in relation to accounting and general fiscal operations.
- Skill in written and oral communications.
- Ability to establish and maintain effective working relationships with other officials, employees and the public.

### 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 40 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.

### EMPLOYMENT STANDARDS

#### 1. MINIMUM EDUCATION AND EXPERIENCE