



# TLINGIT & HAIDA

REGIONAL HOUSING AUTHORITY

## Position Description

### ACCOUNTANT II

#### **I. Summary:**

Performs accounting work involving the preparation, review, processing, reconciliation and maintenance of financial documents for the purpose of recording accounting data in the general ledger. Provides financial analysis as requested. Provides monthly, quarterly, and annual financial reporting as required by stakeholders, state, and federal agencies.

#### **II. Authority:**

Works independently and with all THRHA staff, clients and vendors. Reports directly to the Finance Director.

#### **III. Duties and Responsibilities:**

- Accounting for Fixed Asset accounts
- Accounting for Tax Credit LLC's and Haa Yakaawu Financial Corporation
- Maintains schedule of notes payable and receivable
- Maintains depreciation schedule
- Reconciles general ledger to subsidiary ledgers
- Work with the Inventory department to reconcile inventory and fixed assets
- Assist with audit preparation
- Staff support – assists Accounting staff in processing payroll, vendor payments, and other activities as needed in order to accomplish department goals.
- Other – Additional accounting duties may be assigned from time to time depending on the needs of the housing authority and or Finance department.

#### **IV. Required knowledge, Abilities and Skills:**

- Knowledge of accounting and computer systems
- Knowledge of governmental and project based accounting and reporting
- Working knowledge of excel and automated accounting software.
- Ability to identify discrepancies or inaccuracies in ledgers and make corrections.
- Working knowledge of techniques and methods in reconciling accounts
- Knowledge of federal grants and OMB Super circular
- Ability to maintain accurate records and keep materials confidential.
- Ability to search for, select, and compile/summarize data and information
- Ability to communicate effectively verbally and in writing as well as maintain good working relationships with co-workers and supervisors.

- Working knowledge of financial statements for the purpose of recording financial transactions impacting asset, liability, and capital accounts.
- While performing the duties of this job, the employee is regularly required to:
  - Talk or hear;
  - Sit for extended period;
  - Kneel;
  - Crouch;
  - Reach
  - Push and pull
  - Lifting up to 30 pounds

**V. Minimum Qualifications:**

Bachelor’s degree in accounting or business degree preferred. Four years accountant experience required.

**VI. Grade Level:**

Grade 13  
Exempt

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by:

Supervisor/Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Revised (May 2018)