

HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Position Description

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| Position Title: Comptroller | FLSA Status: Non-Exempt |
| Reports To: Chief Financial Officer | Department/Level: Finance |
| Salary Grade: 28 | Last Updated: November 1, 2018 |

POSITION OVERVIEW

This is a highly responsible accounting position, assisting the Chief Financial Officer in directing the financial activities of the Authority. The incumbent is responsible for planning, supervising, directing and coordinating the activities and functions of the accounting system with \$35 million in annual revenues and expenditures and \$200 million in assets. Performance of the duties requires thorough knowledge of accounting methods and independent judgment. Duties require the ability to regularly supervise, direct, and review the work of other financial employees.

DUTIES AND RESPONSIBILITIES

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. The functions listed are also examples of duties that may be required and in no way imply a contractual agreement between the employer and employee or affect the at-will relationship between the parties.

1. Implements and maintains accounting controls over all ledgers, journals, cost records and other documents used in analyzing and interpreting the financial programs of the Authority.
2. Monitors accounting and financial record keeping systems for the Authority through monthly closing process and reconciliation of all sub-ledgers to the General Ledger.
3. Performs year-end analysis of all accounts and prepares all information necessary for external audits. Reviews audit draft reports for accuracy.
4. Produces monthly financial Board reports, financial statements, and annual HUD financial reports.
5. Prepares and submits electronically year-end financial information required by HUD/REAC.

6. Supervises the work of all subordinate Finance staff members. Successfully evaluates the performance of staff as directed.
7. Oversees the maintenance and daily operation of the payroll, accounts payable, resident accounting, fixed asset, and general ledger systems.
8. Compiles or assists in compiling budget data and monthly or annual reports as required.
9. Monitor daily reports for audit purposes.
10. Oversees the preparation of 1099 tax forms.
11. Approves checks for amounts less than \$2,500.
12. Releases funds for ACH payments and wire transfers.
13. Maintains insurance register for insurance costs.
14. Requisitions funds from HUD through the eLOCCS automated program for grant programs.
15. Uses system and software knowledge to assess necessary information as needed and to enhance the general operating efficiency of the Authority.
16. Assists the Chief Financial Officer in performance of duties when called upon.
17. Conducts internal audits of all phases of accounting.
18. Performs related tasks as required.

REQUIRED KNOWLEDGE AND ABILITIES

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA) and Affordable Housing.
2. Knowledge of the purposes, policies, and regulations of the Housing Authority as established by the Board of Commissioners or as set forth by HUD regulations.
3. Knowledge of the programmatic requirements, budgetary needs, and organizational structure of the Housing Authority.
4. Knowledge of the principles, methods, and practices of accounting.
5. Knowledge of report preparation techniques and procedures, a demonstrated ability to prepare and evaluate professional, technical reports, and other documents.
6. Knowledge of modern office equipment including copiers, personal computers, mainframe terminals, calculators, facsimile machines, etc.
7. Knowledge in use of computer terminals, personal computers, spreadsheet, word processing, and other modern accounting related programs & equipment.

8. Basic knowledge of computer networks, hardware and software.
9. Knowledge of computer-based accounting systems and the use of system capabilities to support dynamic operating environment.
10. Ability to understand or apply laws, regulations, and polices to the maintenance of financial records.
11. Ability to supervise finance staff in their performance of duties in receivables, payables, payroll, and programmatic functions.
12. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Housing Authority.
13. Ability to orient other workers and to train new employees in the use of the Authority's computer system relating to the Finance Department.
14. Ability to present ideas and information in a clear and concise manner, both orally and in writing.
15. Ability to work in less than ideal office conditions, e.g. noise, high traffic areas, etc.
16. Able to travel when necessary for training classes, seminars, etc.

MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE

Graduation from an accredited four-year college or university with a major in accounting plus 5 to 8 years' experience in general accounting and information systems; or any equivalent combination of education, training, and experience which provides the required knowledge and abilities. Previous public housing experience is desirable.

PHYSICAL REQUIREMENTS

Must be physically able to operate a variety of automated office machines including computers, copiers, printers, facsimile machines, telephones, etc. Must be able to work, move, or carry objects or materials such as files, computer printouts, reports, calculators, pencils, legal pads, etc., generally no more than 20 pounds.

SPECIAL REQUIREMENTS

1. Possession of a valid driver's license.
2. Able to be covered under the Housing Authority's fidelity bond.