



## EMPLOYMENT OPPORTUNITY SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

### Position Title: Accountant

External/ Internal Posting

Announcement No.: 22-020

**DEPARTMENT:** Finance Department

**OPENING DATE:** Monday, May 2, 2022

**SALARY RANGE:** \$55,806 – \$89,232 per annum

**CLOSING DATE:** Until filled

**POSITION SUMMARY:** Under direction of the Finance Manager, this position applies professional accounting principles, practices, and techniques to governmental accounting situations. Position is responsible doing and directing others who prepare financial reports, monitoring of active construction and acquisition accounts, adhering to the budget, filing quarterly reports, authoring purchasing requisitions, updating complex land, structure, and equipment schedules and reports. Duties also include reconciliation of the general ledger, cash, investments, accounts payable, budget preparation, cost accounting, internal audit, and performance audits. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position

**SUPERVISION EXERCISED:** Exercises supervision over accounting technical and clerical staff.

**ESSENTIAL JOB FUNCTIONS/DUTIES:** Primary essential job functions are listed in “bold.”

- Advise on fiscal and budgetary matters; may act as team leader or senior team member; work with accounting and clerical staff performing general ledger reconciliation, worksheet schedules, capital improvement tracking of land, equipment, fixed assets, accounts payable, Housing Choice Voucher, collection and billing duties, and/or accounting duties as required.
- Approve invoices for payments and monitors expenditures for a variety of funds and accounts.
- Assure financial and program compliance with federal and local housing guidelines; assure grant funds and other funds are appropriately expended and accounted for in accordance with generally accepted accounting principles, monitor expenses and revenues for discrepancies and report any to the Finance Manager.
- Prepare financial forecast models that predict expenditures and revenues under a variety of assumptions and trends, incorporating national and local economic leading indicators in accordance with generally accepted accounting principle.
- Prepare the necessary federal reports, studies and financial statements; as well as, LOCCS draw downs, as required.
- Prepare funding requests and proposals for federal funds, prepare annual budget requests, and presents findings to Finance Manager, as required.
- Undertake specialized studies such as cost accounting and performance management audits to further enhance organizational effectiveness and expenditures of public funds as required.
- Work with accounting staff engaged in maintaining cost accounts; distribute cost to the appropriate department or division accounts, update and correct errors in large scale computerized accounting system.
- Maintain a complex set of books regarding investment of funds and where timing of reinvestment and utmost accuracy are critical.
- Maintain complex accounting records that summarize inventory control and prepare profit-loss statement, analyze monthly expenditures and consolidates into a monthly budget status report in accordance with Housing Authority standards.
- Maintain a complex set of accounting records concerning Housing Authority revenue and prepare a monthly report in accordance with Housing Authority standards.

**MINIMUM REQUIREMENTS:** Applicants must possess experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

**Experience:** Three years (3) years accounting experience in governmental and/or non-profit organization.

**Education:** Bachelor’s degree in accounting, or closely related field; seven (7) years equivalent combination of education and experience.

### **KNOWLEDGE/SKILLS/ABILITIES:**

1. Knowledge of SNRHA organization, operations, policies, and procedures.
2. Knowledge of general accepted accounting principles and extensive procedures with respect to governmental accounting.
3. Knowledge of professional accounting principles and procedures to include the functions of auditing, statement analysis, reconciliation, posting, balancing, and financial reporting.
4. Ability to review and analyze a wide variety of forms, statements, reports and documentation to verify accuracy and compliance with applicable regulatory and accounting standards.
5. Ability to research and resolve accounting inconsistencies, out-of-balance conditions, and errors.

**Motor Vehicle Operator Identification:** Selectee must; (1) possess or have the ability to obtain a valid Nevada Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.

**EVALUATION AND SELECTION FACTORS:** Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

**Supplemental Information:** This is an **exempt** position and is **NOT** eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

**PRE-EMPLOYMENT DRUG TESTING & BACKGROUND CHECK:** Satisfactory results of the pre-employment drug test and background check are required.

**Equal Opportunity Employment Policy:** SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Agency will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

**HOW TO APPLY:** All interested candidates must complete an Employment Application, with an updated resume attached. Applicants can visit [www.snrha.org](http://www.snrha.org), click on employment tab to complete an Employment Application on the job portal. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned. The closing date may be earlier than listed based on number of applications received.**

**Notice to Disabled Applicants:** To request an accommodation contact the Human Resources Department.

APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS. AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTION 3 HUD EMPLOYER.