

Rural Communities Housing Development Corporation

Position Description

Position Title	<i>Accountant</i>
Position Class	<i>Non-Exempt/Hourly</i>
Supervisory Responsibilities	<i>None</i>
Reports to	<i>Chief Financial Officer</i>
Work Site	<i>Corporate Office</i>

General Duties and Responsibilities

Performs daily accounting tasks related to journals and general ledger in a fund accounting system. Other accounting for projects and management of accounting records such as HUD and Rural Development projects; data entry; review of financial data; account and general ledger research.

This is a mid-level accounting position. The responsibilities include, but are not limited to, payroll, financial report preparation, data entry and review, check preparation, monthly bank reconciliation, bank deposit preparation, invoice coding for accounts payable, and preparation of journal entries. The position reports to the Chief Financial Officer.

Job Duties and Responsibilities

1. Responsible for accounts payable and coding vender invoices.
2. Maintain monthly records related to ledgers and bank accounts.
3. Responsible for banking activity including deposits and reconciliation:
4. Ability to maintain numerous bank accounts for various entities.
5. Prepare payroll records and reporting.
6. Compile and enter monthly work sheets and adjusting entries as directed.
7. Manage spreadsheets and accounts for management; account and activity research as necessary.
8. Other duties as assigned.

Qualifications

Qualifications include:

1. AA degree in Accounting or Business Administration with accounting emphasis. A combination of 4 years of education and/or experience related to accounting is preferred.
2. Ability to interpret and create spreadsheets using Microsoft Excel
3. Experience with fund accounting and/or accounting data entry
4. Experience and understanding of payroll
5. Bondable
6. A thorough knowledge of accrual based accounting
7. Ability to work with computers and accounting software
8. Ability to understand and carry out verbal and written instructions
9. Possession of a valid California Driver's License, a good driving record, and automobile insurance per requirements of the State of California. Also have reliable transportation and willingness to use own automobile on job.
10. Ability to prepare journal entries for posting to general ledgers
11. Ability to properly code accounts payable for data entry
12. Able to work in a cooperative and professional manner with others
13. Experience in all phases of general ledger accounting

14. A working knowledge of Microsoft Office; proficient in Excel, Word, graphic software and facility with the Internet.
15. Ability to organize work and priorities to meet deadlines.

Working conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

Physical requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this classification, the employee is often required to stand; sit; walk; talk; hear; use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, employee is regularly required to walk; sit; use hands to handle objects/operate keyboards, tools or controls; reach with hands and arms; stoop; kneel and crouch; talk and hear.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that Rural Communities Housing Development Corporation may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Date: _____

Employee Printed Name _____

Employee Signature _____