

The Housing Authority of the City of Eau Claire is seeking a full-time Accounting Supervisor. This position is responsible for the supervision of all bookkeeping and general accounting duties. Monitoring compliance with Federal regulations regarding finances for all Federally funded projects undertaken by the Housing Authority, including, but not limited to:

- Capital Funds program budget and expenditures
- Operating Fund calculation
- WHEDA rent increases
- Budgeting and expenditures for all programs
- Overseeing the Housing Authority Audit

A 2-year degree in Accounting with at least 5 years accounting experience is preferred. Starting hourly wage range is \$27.73 with earning potential of up to \$32.14 per hour. For application information, visit the City of Eau Claire Website for application. Path: <https://www.eauclairewi.gov/government/our-divisions/housing/housing-authority-employment-opportunities> . Completed applications accepted by email to Ruth.schermerhorn@eauclairewi.gov or by fax at 715-839-4939. Application deadline 5:00 PM on September 12, 2022.

**CITY OF EAU CLAIRE
HOUSING AUTHORITY**

Job Description

| | | | |
|--------------------|--|--------------------|---|
| DEPARTMENT: | Housing Authority/ Housing Division | TITLE: | Accounting Supervisor |
| | | REPORTS TO: | Housing Authority Executive Director/ Housing Division Director |

General Function

Under general supervision of the Executive Director of the Housing Authority of the City of Eau Claire, performs bookkeeping and general accounting duties involving the receipt and expenditure of Housing Authority monies. Oversees the Capital Fund program budget and expenditures, Operating Fund calculation, the WHEDA rent increases, and the Housing Authority audit. In addition, this position performs general management, supervision and oversight functions for clerical and accounting staff. Reviews and monitors selected functions of the Authority for compliance with HUD regulations.

Position Scope

The incumbent must have a thorough knowledge of the 8 Housing Authority Federal programs, 1 State Programs (HCRI) and a general understanding of the 2 Federal grants administered through the Housing Division. The incumbent must also have a thorough knowledge of Housing Authority policies and procedures.

The incumbent must demonstrate skill in working cooperatively with the Administrator, department staff, city departments, federal and state officials and independent auditors and fee accountants.

The incumbent will assist the Executive Director with the day-to-day operations of the Authority and assist with special projects as required.

Principle Activities

Under general supervision of the Director, maintains the accounting systems of the Authority in compliance with generally accepted accounting principles and procedures, City of Eau Claire accounting policies and procedures, and federal regulations.

Provides assistance in coordinating the accounting and clerical functions of the Authority as assigned and provides assistance to the Director in solving problems on a day-to-day basis.

Supervises the Clerical and Accounting staff of the Authority, including performance evaluations and assists with training and work assignments.

Reviews and monitors HUD regulations regarding Housing financial matters and assumes compliance with regulations for Public Housing, Section 8 New Construction, Section 8, Substantial Rehabilitation, Affordable Housing, HOME Program, Homeownership Program, and HCRI .

Under the general supervision of the Director, has the primary responsibility for coordinating review of Housing Authority financial information with local, state and Federal auditors. Prepares budgets for the Housing Authority.

Under the direction of the Director, develops and maintains an Inventory Control System of all Housing Authority capital assets, physical plant, equipment and supplies.

Monitors existing investments and recommends short- and long-range financial plans for the Authority.

Oversees the preparation of the agenda for the monthly Board of Commissioners meeting. Attends the meeting with the Director and actively participates when necessary.

Coordinates revision and implementation of policies, leases and other documents as needed.

Maintains necessary records and compiles reports as required to comply with the requirements of the Public Housing Assessment System (PHAS) and Section 8 Management Assessment System (SEMAP).

Performs other such studies and analysis necessary for the sound, financial management of the Authority's housing programs, including budget analysis affordability and forecasts and reconciles of the Authority's cash position.

Explains policies to the public as requested.

Assists with the preparation of reports for HUD, the Authority Board of Directors, etc.

Performs related duties as required

Supervision/Direction Received

Executive Director, Housing Authority/Housing Manager, Housing Division

Supervision /Direction Exercised

Clerical and Accounting Staff