

Senior Accountant

JOB SUMMARY:

Full-time: This full-time (36 hours per week) position is part of the Brown County Housing Authority and reports to the Executive Director. The Senior Accountant is responsible for performing advanced accounting functions to ensure accurate financial reporting, compliance with federal and state regulations (including HUD requirements), and effective fiscal management of the programs administered by the Brown County Housing Authority. This position plays a key role in budget preparation, financial audits, grant reporting and the organization's payroll.

Job Duties include:

Accounting:

- Prepare and maintain accurate general ledger records in accordance with GAAP and HUD Accounting Standards.
- Oversee monthly, quarterly and annual financial close processes, including journal entries, bank reconciliations and account analysis.
- Prepare HUD required financial submissions including VMS (Voucher Management System) and other regulatory filings.
- Perform Accounts Receivable tasks related to HCV portability.
- Work directly with third party management companies for accurate and timely processing of payments to the BCHA.
- Serve as the agency contact for participant debts owed
- Assist with grant compliance by completing financial reports
- Assist with annual operating budget process, including data entry. Process budget amendments. Monitor expenditures to ensure compliance with budgetary constraints, grant requirements and federal guidelines.
- Analyze financial data and trends; prepare internal reports for management and the BCHA Board.
- Ensure timely and accurate processing of accounts payable, accounts receivable, payroll and participant repayment transactions.
- Pursues additional sources of funding and income-generating projects for the BCHA.

Payroll, Personnel and Benefits:

- Timely and accurately process payroll, including electronic timesheets, data import and proper cost center allocation.
- Address employee inquiries regarding pay, deductions and benefit time. Research discrepancies of payroll data and manage payroll adjustments.
- Create and maintain payroll related reports.
- Develop and assist with salary and benefit budget projections.
- Maintain BCHA's secure and confidential payroll records. Create personnel and requisition files.
- Assist Executive Director with coordination of benefit administration, including the processing of worker's compensation claims, disability leave benefits. Maintain related records and act as liaison to insurance company.

Qualifications:

- Bachelor's degree or Associates Degree from an accredited college or university in Accounting or related field.
- Prefer a minimum of four years experience with at least 2 years in governmental or fund accounting.
- Preferred experience with Public Housing Programs (specifically HCV Program), working knowledge of HUD regulations and guidelines.
- Excellent organizational, analytical and communication skills
- Familiarity with the following:
 - Payroll procedures, time conversion and payroll systems.
 - Financial statement preparation and budgeting principles.
- Ability to develop short and long term goals.
- Ability to express ideas clearly both orally and in writing.
- Ability to effectively plan, organize, coordinate and administer work in situations where diverse demands are involved.

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

☐ Sedentary	☒ Light	☐ Medium
Lifting 10 lbs. maximum and occasionally lifting and / or carrying such articles as files, light packages, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary. Jobs are sedentary if walking and standing are required only occasionally, and other sedentary criteria are met.	Lifting 10 lbs. frequently with occasional lifting and / or carrying objects weighing up to 20 lbs. Even though the weight lifted may be a negligible amount, this category would include a job that requires walking or standing to a significant degree or involves sitting most of the time with a degree of pushing and pulling of arm and / or leg controls.	Lifting 25 lbs. frequently with occasional lifting and / or carrying objects weighing up to 50 lbs.

Brown County Housing Authority is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability status, protected veteran status, or any other characteristic protected by applicable law.