Stanislaus Regional Housing Authority
ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA
MONO | STANISLAUS | TUOLUMNE COUNTIES

Job Announcement for the Position of

Accountant I
$66,229.63-$84,533.18/annually

THE AGENCY

Stanislaus Regional Housing Authority (Housing Authority), a public agency, corporate and politic, is committed to addressing the unmet housing needs of residents and communities in our county. The Housing Authority manages approximately 2371 units throughout the counties it serves under a variety of affordable housing programs including Public Housing, year-round farm labor housing, migrant housing and other affordable housing units.

The Housing Authority also administers the Housing Choice Voucher program in the following counties: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, Tuolumne and Stanislaus. The Authority is governed by a citizen's commission appointed by the Stanislaus County Board of Supervisors.

MISSION

The Housing Authority is committed to providing a high quality of service in carrying out its mission by:

- Being sensitive to our client's needs and treating them with dignity and respect.
- Utilizing the talents and skills of our staff.
- Fostering partnerships.
- Utilizing resources in the most efficient and effective manner.

HOUSING

- Provide decent, safe and affordable rental housing and home ownership opportunities.

ECONOMIC DEVELOPMENT

- Provide and promote service opportunities that encourage and support individuals and families toward achieving greater independence and self-sufficiency.

COMMUNITY DEVELOPMENT

- Provide opportunities for conserving and upgrading affordable housing stock, improving infrastructure, and stabilizing and creating desirable neighborhoods.

THE POSITION

Accountant prepares, analyzes, reconciles and reports on the financial aspects of various programs. Prepare weekly, monthly, quarterly and annual reports for various government agencies. Works with budgets on various programs. Other finance department related responsibilities, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Executive Director and direct supervision from the Director of Finance, and/or his or her designee. Would exercise supervision over Account Clerk/Senior Account Clerk position with oversight from the Director of Finance and/or his or her designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Prepares or assists in the preparation and the analysis of various financial statements, schedules, and reports; including the evaluation, development and implementation of additional reports as needed.
- Coordinates financial record keeping systems, and assists in directing the maintenance of all financial records.
- Prepares and verifies a variety of complex accounting, statistical and narrative statements and reports requiring analysis and interpretation of data.
- Maintains and reviews budgetary control accounts.
- Prepares budget estimates.
- Prepares journal entries for monthly and annual program closing.
- Examines, reconciles, balances and adjusts accounting records.
- Locates and resolves problems, and determines corrective entries.
- Performs general ledger maintenance and account reconciliation.
- Analyzes and prepares depreciation schedules.
- Assists in the development of Finance Department policies and procedures.
- Prepares monthly, quarterly and Annual reports to federal, state and local governments.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's Degree (B.A.), from four-year college or university with major course work in accounting or finance; or four years of increasing responsible finance and accounting experience; or combination of education and experience.

Knowledge of:

- Principles and practices of accounting.
- Financial record keeping and reporting procedures.
- Modern office methods, practices, procedures and computer equipment.
- Principals of budget preparation.
- Computer processing systems, procedures and equipment.
- Report presentation and letter writing.
- Computer software, such as: Excel, Word and Yardi Software.

Ability to:

- Understand and comply with principles, laws and procedures involved in financial record keeping and reporting.
- Accurately maintain records and files and prepare complex financial reports.
- Analyze financial problems and recommend alternative solutions.
- Compute percentages, discounts, interest, profit and loss calculations.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Operate computer, printer, fax machine, copy machine and calculator.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possession of a valid California driver's license.

LANGUAGE SKILLS

Ability to read and comprehend documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions of practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perceptions and ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

APPLICATION AND SELECTION PROCESS:

To apply for this position applicants must complete and submit a Housing Authority Employment Application online. Employment applications are available online at https://stanregionalha.org/business-services/employment/. Applications received on or before the deadline date will be screened for minimum qualifications. This recruitment is open until filled.

Applicants who are the most qualified and possess the knowledge, skills and abilities outlined in the job announcement will be invited to appear before an Oral Assessment Panel. The Oral Assessment Panel will complete its assessment and recommend the most qualified applicants to the Director of Finance & Director of Business Operations who will interview the most qualified applicants. Final selection will be made by the CEO/ Executive Director. The successful candidate will be required to complete a physical examination including a drug screen test, paid for by the Housing Authority, certifying that the applicant's physical condition is satisfactory for the requirements of the position (with or without reasonable accommodations for any disability as defined in the Americans with Disabilities Act).

OTHER

Applicants must be able to provide proof of U.S. citizenship, or if a legal immigrant, either lawful admission for permanent residency or authorization for appropriate work by the U.S. Immigration and Naturalization Services.

SALARY AND BENEFIT INFORMATION

- Regular employees of the Authority enjoy the following benefits: Annual leave - new employees accrue 10 days per year.
- 15 paid holidays per year.
- Sick leave accrued at the rate of one (1) day per month.
- Insurance Coverage – The Authority currently contributes towards the medical, dental, and vision combined monthly premiums.
- Retirement – The Authority is a member of the Public Employees Retirement System (PERS). Employees hired after January 1, 2013, are subject to the Pension Reform Act, AB340.
- The Authority offers two voluntary Deferred Compensation Plans.

  The Authority participates in Social Security.
- The Authority offers a Section 125 (Flexible Spending) Plan.
- Stanislaus Regional Housing Authority is also a qualified employer for the Public Service Loan Forgiveness (PSLF) program. The PSLF program forgives the remaining balance on your Direct Loans.

Stanislaus Regional Housing Authority is an equal opportunity employer.

The Stanislaus Regional Housing Authority is an equal opportunity employer. The Authority will provide equal employment opportunities to all qualified individuals, without regard to race, color, national origin, sex, religion, or disability. The Authority will make reasonable efforts in the employment process to accommodate applicants with disabilities. Individuals requesting reasonable accommodations must do so no later than three (3) working days after the time of invitation by the Authority to an examination. Applicants with special needs may call (209) 557-2000 (voice) or (209) 557-2012.