

Accountant II

Affordable Housing/Exempt



This position is responsible for assisting the directors of Finance and Affordable Housing and ensuring that all financial and procurement activities comply with federal, state, and local guidelines. This position performs various administrative, procurement, and finance-related services that require a broad knowledge and understanding of accounting principles, methods, multi-family financing, and operations budgets. The work requires handling day-to-day accounting activities for HCHA Affordable Housing Development and coordinating procurement procedures in a timely manner.

PRIMARY RESPONSIBILITIES

- Review the affordable housing developments' financial statements monthly, resolve any anomalies and prepare a quarterly affordable housing financial report for submission to the Directors of Finance and Affordable Housing.
- Ensure financial accounting, tracking, and reporting meet and/or exceed the requirements, policies, regulations, and standards established by HUD, CSD, Lenders, Investors, TDHCA.
- Review all LIHTC, HOME, HUD, City, County, Investor, Grant, and Loan documents financial agreements for the affordable housing program.
- Record loans and grant revenue in accordance with relevant federal regulations; review construction draw requests and financial reimbursement requests for the affordable housing developments.
- Assist the Finance Director in analyzing financial statements, budgets and prepare reports for use by auditors, government entities, TDHCA, Lenders, Investors, and TDHCA.
- Prepare affordable housing RFPs, RFQs, IFBs, etc., and conduct the procurement of services and goods.
- Prepare, enter, review, and/or approve journal entries.
- Assist the Finance Director with the reconciliation of affordable housing balance sheet accounts and sub-ledgers at the end of the month.
- Perform other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor of Science in Accounting or equivalent from an accredited university
- One to two years of experience in a position with similar duties preferred.
- Commitment to help HCHA be the most efficient and compassionate service agency possible.
- Knowledge of HUD Procurement and Contracting policies and procedures, and principles of budget preparation and control preferred.
- Knowledge of tax credit reporting requirements is a plus.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

- The employee's job is largely sedentary, requiring up to eight hours in a seated position.
- The employee will experience some repetitive motion of the hand/wrist when using a computer.
- The employee must have a normal range of vision, hearing, and speech to complete paperwork, review documentation and communicate with authorized personnel and contacts on the telephone or in-person.
- Work involves the normal risks or discomforts associated with an office environment.

Harris County Housing Authority is an Equal Opportunity Employer. If you are a person with a disability requiring assistance applying for this position, please contact hr@hchatexas.org.