

CITY OF ANN ARBOR, MICHIGAN
POSITION DESCRIPTION

POSITION TITLE: Accountant III - AAHC

Job Number: 401670

Date Finalized: 3/27/2022

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| Service Area: Housing Commission Service Unit: Housing Commission | Accountable To Finance Director - AAHC |
| Mission Statement The City of Ann Arbor's mission is to deliver exceptional services that sustain and enhance a vibrant, safe and diverse community. Ann Arbor Housing Commission (AAHC) seeks to provide desirable housing and related supportive services for low-income individuals and families on a transitional and/or permanent basis. AAHC will partner with housing and service providers to build healthy residential communities and promote an atmosphere of pride and responsibility. | |
| Role Summary Responsible for accurate, timely and relevant internal and external reporting. Assist Finance Director-AAHC with the overall operation of the AAHC Finance/Accounting department including accounting, budgeting, reconciliation, external audit and monthly and annual financial statement functions. Reporting to various constituents. Maintain and enforce regulations and policies, procedures and processes. | |
| Duties Duties are performed under the direct supervision of the Finance Director-AAHC and general direction of the Executive Director, and may include the following: <u>Essential Duties</u> <ul style="list-style-type: none">• Assist Finance Director-AAHC in leading the operations of finance/accounting (including receivables, payables, bank/investment account reconciliations and general/subsidiary ledger activities, trial balances and financial reports), preparation of external audit schedules and activities including the preparation of annual financial statements and related reporting to constituents including HUD, investors, lenders, etc.• Ensure that generally accepted accounting principles (GAAP) are followed and records are maintained accordingly.• Prepare journal entries and reconcile various general ledger accounts.• Post-award administration of grants and contracts including financial reporting and funder reporting.• Annual analysis, preparation of reports, and submission of outstanding checks to be escheated to the State of Michigan.• Prepare 1099 tax filings in accordance with IRS rules and regulations.• Preparation of data and related reports for HUD including VMS and EIV.• Monitor budget performance for voucher and housing programs and creates unique management reports as required for staff, senior management, the Board or others, as appropriate.• Conducts special studies affecting program financial performance including utility allowances, rent collection, overtime minimization, etc. to recommend process and operational improvement.• Ensures Agency and federal procurement policies and procedures are complied with and assist with Request for Proposals, Bid processes and contract execution | |

- Supports management in the development and rollout of benchmarks and performance metrics.
- Ensures compliance with grant agreements and federal requirements under A-133 and A-87 and any other applicable laws and regulations.
- Assists with Asset Management in compliance with the Public Housing financial requirements of U.S. Dept. of Housing and Urban Development (HUD) and compliance with Section 42 IRS code requirements related to tax credit properties.
- Maintain communication with the AAHC management team, providing relevant financial information.

Related Work

- Supports ad hoc requests for financial analyses.
- Performs other related financial work and special projects as assigned.

Knowledge of: (position requirements at entry)

- Budget and planning methods and procedures
- Audit practices/procedures and financial management.
- Fund Accounting for multiple federal and non-federal programs, cost centers, grant phases, redevelopment projects with tracking of multiple funding sources
- Accounting/auditing standards
- Generally accepted accounting principles (GAAP) and other similar standards including financial statement preparation, debits and credits, revenues and expenses, and liabilities as needed to analyze and interpret complex accounting data.
- Computerized financial and accounting systems.
- Federal, State and Local tax laws and guidelines
- Outstanding customer service principles and practices.
- Sound internal control procedures.
- Computers and software applications used in business (i.e. Microsoft Office, Excel, etc.)
- Advanced mathematical and statistical analyses
- Governmental Accounting Standards Board (GASB) guidelines.
- Accounting, budgeting and housing regulations to include housing programs, Voucher and specialized HUD funded programs as needed to ensure compliance with regulations.
- Ability to analyze complex problems and reports and reach sound conclusions as needed to audit financial accounts and find inconsistencies in financial data.

Skills and Ability to: (position requirements at entry)

- Properly utilize accounting, finance and planning principles, practices and procedures
- Problem solve and demonstrate decision making and analytical capabilities
- Set priorities, coordinate multiple projects, work independently and meet critical deadlines
- Ability to trace and identify transactions in financial records as needed to find errors or discrepancies
- Ability to perform difficult and complex accounting functions to include applying accounting principles and performing automated accounting transactions as needed to establish, monitor, and maintain grant accounts
- Ability to establish and maintain cooperative working relationships with individuals to include vendors, employees, co-workers, and department directors as needed
- Ability to exhibit interpersonal sensitivity to include patience, tact, establishing rapport, using appropriate body language and eye contact, and determining and utilizing the proper attitude for the situation as needed to show empathy or sympathy, recognize the implications of actions or statements on others, interact effectively with the individuals and the public, and deliver negative or tragic information in a sensitive and understanding manner.

- Ability to identify legal concerns and to analyze legal and practical implications of decisions and actions and to make decisions regarding AAHC financial operations while ensuring compliance with local, state, and federal laws and guidelines.
- Ability to interpret and explain narrative information such as state and federal laws, rules and regulations, contractual agreements, legal documents, and departmental policy and procedure as needed to research accounting issues, explain information to others, and gain an understanding of procedures and laws.

Equipment

Standard office equipment, PC, fax, copier, calculator, multi-line telephones and other miscellaneous office equipment.

Training and Experience (position requirements at entry)

Required:

- Bachelor's Degree in Accounting, Finance, Business Administration or closely related field.
- At least five (5) years of experience in accounting and financial analysis.
- At least five (5) years of experience in planning, budgeting and forecasting.
- The City of Ann Arbor, at its discretion, may consider an alternative combination of formal education and work experience.

Preferred:

- Master's degree from an accredited college or university with a major in Finance, Accounting, Economics, Business, Public Administration or a closely related field.

Licensing Requirements (position requirements at entry)

N/A

Physical Requirements

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

Positions in this class typically require: reaching, lifting, grasping and repetitive motions.

Individual must be able to either hear, talk, or see.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

Description Prepared By

J. Hall and U. Raak – 3/8/2022; HR Review – EAJ, AW 3/27/2022;