



## SENIOR STAFF ACCOUNTANT (MCHA Temp-to-Hire)

### **SUMMARY:**

This is professional accounting work in the classification, analysis, and reporting of financial data. This employee performs a wide variety of professional accounting work, but some assignments require an emphasis upon a specific accounting specialty. Work is performed within general policies and procedures and is subject to review by an administrative or professional superior. The Senior Staff Accountant helps to ensure compliance with HUD financial management guidelines and regulations as well as any partnership agreements. If necessary, this employee could supervise clerical or fiscal support staff. This position is in Norristown, PA. This position is classified as Exempt and full time at 35 hours per week. Remote/Hybrid schedule after training.

### **ESSENTIAL JOB FUNCTIONS:**

- Conduct monthly close reconciliations and review by targeted dates. Income Statement, Balance Sheet, Bank Reconciliations, PHAS Review and others as needed.
- Prepares monthly journal entries for Prepaids, Management Fees, and PILOT. Make adjustments and verifies them for the correct application of accounting principles as scheduled.
- Produces monthly financial statements: Budget vs. Actual; Treasurer's Report as scheduled.
- Prepares monthly or ad hoc draft board reports.
- Handles bank entries and transfers (real-time).
- Monitor expenses to ensure compatibility with budgeted amounts and bring any variances to the attention of appropriate MCHA personnel.
- Prepares accounting reports and budgetary projections for MCHA personnel and does bi-weekly payroll review/submission; journal entry and submission of payroll deductions.
- Records costs of newly acquired fixed assets (both tangible and intangible), track existing fixed assets, record depreciation, and account for the disposition of fixed assets.
- Prepares reports of internal audits and submits recommendations for the improvement of accounting operations.
- Process quarterly tax submission on behalf of the MCHA.
- Participates in the September through December budget preparation process.
- Assists with annual FYE and Audit processes annually January through May.
- Assists with the submission of financial reports to regulatory agencies and investors including HUD, other federal, state and local agencies as required for each program or property.
- Provide technical advice and support to ensure the efficient operations of the accounting department and assist to improve MCHA financial systems and processes as needed.
- Performs other duties and works on projects as assigned.

### **ADDITIONAL DUTIES & RESPONSIBILITIES:**

- (1) Handle sensitive issues and information, such as resident information, with confidentiality and discretion.



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### **REQUIRED MINIMUM QUALIFICATIONS:**

Four-year degree plus a minimum of (3) three years' progressively responsible experience in Accounting or Finance. This incumbent is expected to use technology extensively in completion of work. The selected candidate must have solid knowledge of Generally Accepted Accounting Principles (GAAP), Expert knowledge of Accounts Receivable and full-cycle Accounts Payable.

### **KNOWLEDGE & SKILLS, ABILITIES:**

Thorough knowledge of modern office practices, procedures, and equipment.  
Knowledge of the principles and practices of public administration, preferably Housing Authority activities. Ability to read, research, understand and apply HUD and MCHA regulations.  
Ability to learn and use technology extensively in execution of duties and assignments.  
Ability to be detail oriented and work independently with minimum errors.  
Knowledge of the principles of governmental reporting.  
Ability to gather, assemble, correlate, and analyze facts and devise solutions.  
Ability to comprehend department goals, objectives, and operations.  
Ability to develop, install, and evaluate administrative policies and procedures.  
Ability to communicate professionally at all times on behalf of the MCHA.  
Ability to apply and interpret departmental policies and procedures.  
Ability to establish/maintain effective working relationships with colleagues and vendors.  
Ability to work effectively as a team member.  
Ability to express ideas clearly and concisely, orally and in writing.

### **HOW TO APPLY:**

Submit resume and cover letter to [marcia.robinson@montcoha.org](mailto:marcia.robinson@montcoha.org). There is ongoing review of applications until the position is filled.

### **EEO Statement**

The Montgomery County Housing Authority (MCHA) provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.