



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Senior Staff Accountant

DEPARTMENT: Finance

DATE POSTED: 08/29/2022

CLOSING DATE: Until Filled

SALARY RANGE: Pay Grade G 28
\$59,729.22 - \$73,459.41
\$28.72 - \$35.32 Hourly

FLSA CLASS: Exempt

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SUMMARY

The Senior Staff Accountant will perform professional accounting, budget analysis and reviews, and provide comprehensive fiscal knowledge, account/fiscal support, and technical assistance for departments, sites, and/or programs of the Housing Authority of New Orleans; monitors fiscal solvency and ensures funding compliance; develop, prepare, audit, revise, and/or maintain a variety of accounting, budget, and financial reports, statements, transactions and records in accordance with applicable laws, codes, statues, rules, regulations and ordinances; and to perform related duties as assigned. This position is responsible for accurate and timely accounting, budget, and fiscal production work under stringent timelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Works under the direct supervision and direction of the Acting Deputy Director of Administration/Chief Financial Officer.
- Engages routinely with A/P, Payroll, Grants Program, HCP program and AMPs, Treasury and Budget Analyst to maintain the accuracy of the balance sheet and income statement.
- Prepares journal entries, account work papers, complex bank reconciliation, schedules, charts, complex spreadsheets, and database work papers in the performance of complex accounting, budget, and financial analysis work.
- Monitors, analyzes, and/or reviews financial summary and detailed reports, internal/external reports, mandated reports, documents, studies, or records for accuracy, proper account and charges, coding, and compliance, implementing corrections and fund transfers, resolving discrepancies as necessary, and/or processing documents for input into automated systems.
- Analyzes, reconciles, and/or evaluates the accuracy of general ledger, accounting details, revenues, expenditures, accounting/budget/financial reports, and agency cash balances, ensuring proper amounts,

receipt, and classification, processing documents for input, and/or posting year end deferred revenue and accounts receivable as necessary.

- Reconciles assigned accounts and ensures that reconciliation on balance sheet accounts are completed on a routine basis by the teams reporting to the Acting Deputy Director of Administration/Chief Financial Officer.
- Maintains complete reconciliations and verifies accuracy for all balance sheet accounts.
- Maintains and agency wide capital assets and fixed asset accounts. Analyzes and reviews on a monthly basis the accuracy from other programs and provides the feedback for corrections to the programs.
- Performs all necessary accounting for COCC and non-profit entities (Balance Sheet and Income Statement).
- Posts all journal entries prepared by A/P, Payroll, Treasury, and for the Grants program, HCP program and AMPs, if needed.
- Maintains and ensures schedules for all notes, leases, and loans are recorded and updated at the consolidated level. Requests or prepares necessary entries and workpapers.
- Supports the Acting Deputy Director/Chief Financial Officer with monthly and year-end closing and journal entries, monitoring and reporting on the status of revenues and balances, and/or bringing ending balances forward to the next fiscal year.
- Plans, organize, and prioritize work assignments to meet requirements and facilitate workflow.
- Identifies problem areas or situations, evaluate problem causes, and take appropriate action to resolve identified problems.
- Make arithmetical calculations quickly and accurately and identify and correct errors in arithmetical calculations made by others.
- Establish and maintain a cooperative working relationship with those contacted in the course of assigned responsibilities.
- Produce and manage financial statements, variances etc. for all assigned entities.
- Performs other duties as assigned.

Housing Authority of New Orleans

BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with sensitive topics and/or irate customers.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; Manages difficult or sensitive customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance..

Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting.

Teamwork: Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests.

Professionalism: Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions;

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.

Job Competencies

- Knowledge of accounting principles and practices; computer software applications of accounting procedures; and basic math.
- Ability to analyze fiscal data and draw logical conclusions; define accounting problems and recommend effective solutions; detect possible weaknesses of internal control and standard accounting procedures and recommend revisions; verbally communicate accounting procedures and policies clearly to others; use personal computer applications including spreadsheet software; write memos and reports clearly and concisely; organize work and set priorities to meet deadlines; read, understand, and apply legal requirements and administrative policies to accounting functions; establish and maintain effective working relationships with others; plan, initiate, and complete work assignments with a minimum of direction; and perform basic mathematical calculations.
- Knowledge of principles and procedures of governmental accounting.
- Ability to interpret and analyze complex fiscal data and draw valid conclusions; and use personal computer applications including word processing and database software.

Education and/or Experience

Bachelor's degree from an accredited college or university with major course work in accounting, auditing, business law or field and at least one year of work experience in professional accounting and fiscal control work or an equivalent combination of education and/or experience with five years of progressively responsible financial or fiscal control work in a government office or related public agency. CPA is highly preferred.

Technical Skills

Skilled in the use of fiscal accounting software; Microsoft Excel, Word, Access and database software.

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 sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds

EEO POLICY STATEMENT

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, religion, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.