



SOMERVILLE HOUSING AUTHORITY

30 Memorial Road, Somerville, Massachusetts 02145
Telephone (617) 625-1152 Fax (617) 628-7057 TDD (617) 628-8889

ACCOUNTING MANAGER

Job Summary

The Somerville Housing Authority (SHA) is a high-performing, large sized Public Housing Authority that seeks an Accounting Manager to support the Director of Finance by managing the accounting and financial activities of the SHA; including the maintenance of all ledgers and records in accordance with HUD accounting and auditing regulations and DHCD Agreed Upon Procedures (AUP). The incumbent supervises department staff; helps manage the budget process; reviews and approves general ledger activities, including closing entries and related reports; ensures compliance with applicable rules and regulations; and other duties as assigned.

Principal Duties and Responsibilities

- Supervise and coordinate activities of Accounting Coordinators.
- Responsible for integrity of all General Ledgers.
 - Review, approve and post all journal entries (i.e. prepaid rents, PILOT accrual, etc.)
 - Prepare and post some of the more complex journal entries; including closing entries.
- Responsible for integrity of cash management systems.
 - Ensure that all bank activity is being posted on a daily basis.
 - Calculate and complete intercompany cash transfers.
- Manages weekly payroll and accrued leave.
- Oversees preparation of bank deposits and delivery of funds to financial institution(s); reconciles all bank statements on a monthly basis.
- Close all ledgers on a monthly basis and assist in preparation of monthly financial statements.
 - Create and/or maintain various supporting schedules (prepaid insurance, etc.)
 - Review all balance sheet accounts and create reconciliations where necessary
 - Create variance reports for monthly financials
 - Reconcile Revolving Fund and intercompany accounts
 - Review utility consumption for all properties
- Complete DHCD MRVP requisition by the 10th of each month.
- Coordinate with Section 8 Department on monthly reconciliation and issuance of Landlord payments.
- Responsible for integrity of electronic and paper filing systems.
 - Ensure that all paper files are organized properly and filed routinely and that all electronic documents (spreadsheets, etc.) are saved and organized on the shared financial drive.
- Review and approve all Accounts Payable invoices ensuring they are processed in accordance with the Authority's policies.
 - Review for appropriate authorizations.
 - Check for coding and distribution accuracy.
 - Approve for posting and forward completed batches to Director of Finance.
- Assist in development of annual Housing Authority budgets and any subsequent budget revision.
- Assist in coordination and work paper preparation for annual Housing Authority audit(s).

- Oversees all Departmental personnel actions, including promotions, salary and benefits, and workers compensation claims in coordination with the Finance Director and Accounting Coordinator.
- Oversees the preparation of annual tax forms (i.e. W-2 and 1099); ensures yearly delivery to employees and vendors.
- Continue to review, develop and shape all procedures and policies.
- Other duties as assigned

Capen Court & Waterworks

- Responsible for managing financial reporting for Capen Court and Waterworks
- Ensure that all entries are completed by the 10th of each month
- Reconcile bank statement by the 10th of each month
- Prepare financial package by 15th of each month and send to Capen Court/Waterworks Manager
 - Includes: Narrative of Financial Activity, Operating Statement, Balance Sheet, Cash Disbursements, copies of all Bank Reconciliations, A/R Aging and Rent Roll
 - Financials must be reviewed by Capen Court/Waterworks Manager, SHA Director of Finance, and SHA Executive Director
- Act as liaison between Capen Court/Waterworks, Somerville Housing Authority and all outside investors
- Answer outside investor questions in a timely manner
- Coordinate with Capen Court/Waterworks Manager on annual budget and audit process
- Coordinate with Waterworks Manager on annual budget and audit process

Qualifications

1. Bachelor's Degree, from an accredited college, in Business Administration, Finance, Public Administration or a closely related field.
2. Minimum of five (5) years of responsible professional supervisory experience in accounting work, preferably in public or affordable housing.
3. Knowledge of Affordable Housing, LIHTC, Federal, State and Local Housing regulations
4. Demonstrated considerable knowledge of accounting principles and techniques and the ability to apply and adapt standard methods to varied account transactions and problems.
5. Possesses strong computer skills (e.g. MS Word, Excel, Outlook, PowerPoint, etc.)
6. Ability to apply principles of analytical thinking to define problems, collect data, establish essential facts, and draw conclusions.
7. Ability to interpret a variety of regulatory and related technical instructions.
8. Strong communication skills – ability to communicate clearly and directly both orally and in writing.
9. Solid listening skills – ability to clearly interpret what is being said, and to respond appropriately in the best interests of the Authority.
10. Ability to use practical application of mathematics – ability to form a credible budget and knowledge of budgeting principles.

The duties and responsibilities outlined above are designed to serve as a guideline, and do not, in any way restrict the Housing Authority, through its Executive Director, from amending or augmenting these duties and responsibilities by inter-related oral or written instructions, directives or memoranda.

Interested applicants must submit a letter of interest and resumé to Kelly Yin by email to kellyy@sha-web.org or mail to:

Kelly Yin, Finance Director
Somerville Housing Authority
30 Memorial Road,
Somerville, MA 02145

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