



11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.pchawa.org

JOB POSTING

SENIOR STAFF ACCOUNTANT

POSITION OVERVIEW:

JOB TITLE:	Senior Staff Accountant
REPORTS TO:	Finance Director
RATE OF PAY:	\$77,000/annual- \$107,000/annual, DOE HPC Benefits Package
SHIFT/ SCHEDULE:	Salaried, Exempt Non-Union Position
CLOSING DATE:	Open Until Filled

The mission of Housing Pierce County (HPC) is to provide safe, decent, affordable housing and economic opportunity free from discrimination. HPC is a quasi-governmental agency created in 1978 by the Pierce County Council. Although the County Executive appoints and the Council approves HPC's Board of Commissioners, HPC is not a part of the County Government. We operate as both a Public Housing Authority under contracts with the U.S. Department of Housing and Urban Development (HUD) and a mission-driven business enterprise under our own purview with the mandate to expand access to affordable housing in Pierce County. The Board and staff strive to make meaningful, lasting differences in the lives of our participants and community we serve.

GENERAL DUTIES:

Under the direction of the Finance Director, the Senior Staff Accountant is responsible for performing a variety of professional level accounting duties involving the preparation, maintenance and control of funds, including allocation of income and expense, posting of funds, analysis of programs and account, and development of financial statements and budgets. In addition, the Senior Staff Accountant will maintain related records, prepare periodic reports, financial statements according to GAAP, and other necessary financial reporting to be submitted to third parties such as HUD, lenders, investors, and local government entities.

ESSENTIAL FUNCTIONS:

The following functions may be performed manually or computerized:

- Prepare financial statements according to GAAP for limited partnerships under the tax credit programs for review by Finance Director and to be submitted to the financial institutions electronically.
- Compile and analyze bond compliance data and prepare draft regulatory reports and supporting documentation for review; track covenant and reserve requirements and report exceptions to Finance Director.
- Oversee employees, provide feedback, develop schedules and assign tasks to ensure proper workflow.

- Research, compile, analyze and input financial data for preparation of State reporting documents; suggest, develop and revise procedures in accordance with HUD and HPC requirements.
- Analyze records and documentation of transactions and monitor and control expenditures for assigned accounts to assure expenditures and income are allocated to proper accounts; perform expenditure monitoring to assure compliance with budget authorization and limitations; monitor spending for expenditures; utilize computerized accounting system to review purchase requests.
- Analyze financial data and documents to assure accuracy, completeness and compliance with policies and procedures and applicable HUD and other governmental regulations.
- Reconcile and balance assigned accounts and financial statements; record financial transactions; maintain journals and ledgers.
- Cooperate and communicate with HPC personnel, vendors, department directors and other program personnel to resolve problems, correct errors, obtain authorizations and exchange information.
- Answer questions and provide a variety of information and assistance regarding budget balances, accounting transactions and related information; provide technical expertise and direction to resolve complex accounting issues and questions; coordinate activities with other departments.
- Maintain, compile, consolidate and analyze financial data and reports; prepare and maintain mandated periodic and annual financial statistical reports as requested or required; prepare and maintain detailed and comprehensive records related to assigned accounts.
- Prepare a variety of lender, investor, County, State and HUD financial reports; gather, compile, post, balance and summarize accounting data; assemble and prepare financial reports, summaries and other materials for the Board and management as requested.
- Prepare quarterly financial reports for the fund; assist Finance and Administration staff and directors with quarterly financial reviews with the related fund; prepare forecast for the fund.
- Conduct research and prepare special studies as requested or required; answer questions and provide information and assistance regarding a variety of accounting, budgeting and funding regulations, requirements and issues; analyze financial accounting data and make appropriate recommendations; assist budget personnel with the development, establishment and monitoring of the fund budgets.
- Review financial record-keeping procedures and methods; recommend improvements or new procedures; implement new procedures and techniques and assure efficiency and compliance with generally accepted accounting principles and policies and applicable government regulations.
- Provide assistance and develop complex support documentation for external auditors as needed; prepare required reports and answer auditor's questions and explain variances.
- Participate in the development and implementation of goals, work plans, performance measures, and continuous improvement of service delivery to assist in attaining the unit/program/department initiatives and goals, agency core strategies, and mission through a spirit of service, teamwork and respect. Work respectfully and courteously with other employees, residents and the general public. Follow direction and work well under pressure.
- Attend required training and safety meetings; use, maintain and replace assigned personal protective equipment; report all injuries and illnesses to supervisor immediately; complete and submit incident/accident reports as required; report hazardous conditions or unsafe work practices to supervisor; and follow all safety and health guidelines, practices, policies and procedures, and actively support and participate in Emergency Preparedness tasks.
- Operate a personal computer and various software packages to enter, record, analyze, and review financial data; assist in developing accounting forms and report formats.
- Maintain capital asset records and depreciation schedules; apply the capitalization policy to routine acquisitions and recommend treatment for non-routine acquisitions and improvements.

- Research HUD requirements, GASB pronouncements, and LIHTC program regulations as they apply to complex transactions; document findings and recommend accounting treatment to Finance Director.
- Serve as backup to the Finance Director for assigned functions.
- Ensure HPC complies with local and national regulations and law.
- Train, supervise, and evaluate the performance of assigned staff; oversee department staff review and approve hiring recommendations, and disciplinary action for personnel according to established policies and procedures. Facilitate the flow of information to area personnel, identify, and coordinate needed resources and training for staff to carry out job responsibilities. Direct the deployment of strategies and goals throughout the department and the Authority.
- Promptly completes incident reports within 24 hours of becoming aware of them in accordance with HPC policy.
- Document all work according to HPC process.
- Maintain reliable and punctual attendance to support daily operations.
- Perform related duties as assigned.
- **NOTE:** The primary job duties noted above are not exhaustive and other job duties may be added as necessary to serve Housing Pierce County and ensure successful business operations.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of:
 - Generally accepted accounting and auditing standards, including governmental accounting and GASB pronouncements.
 - Financial, statistical and fiscal record-keeping principles.
 - Internal control principles and their application.
 - Knowledge of, or demonstrated ability to rapidly acquire, fund accounting and the financial reporting requirements applicable to public housing authorities, including HUD program requirements.
 - Knowledge of, or demonstrated ability to rapidly acquire, Low-Income Housing Tax Credit program requirements, limited partnership accounting, and bond compliance reporting.
 - Financial reporting procedures.
 - Data processing applications to accounting functions related to database management, electronic spreadsheets and word processing.
 - Comfort in a role that requires managing processes, analyzing and disseminating information, verbal communication, and occasional public speaking
 - Must be able to maintain a high level of production and professionalism under a variety of conditions.
 - Perform a variety of technical accounting duties in the preparation, maintenance and control of financial records.
 - Maintain and prepare periodic and annual reports.
 - Prepare a variety of financial reports and projections, including budget development, monitoring and forecasting methods.
 - Assure compliance with applicable policies, procedures and governmental regulations.
- Skills and Ability to:
 - With review, prepare complete, accurate financial statements in accordance with GAAP.
 - Apply independent professional judgement to complex and non-routine transactions within established accounting policy and recognize when a question should be referred upward.
 - Research, interpret and apply rules, regulations, policies and procedures.
 - Review work of others, identify errors, and provide clear technical direction and training.

- Analyze financial data, identify trends and variances.
- Work independently under general supervision; plan and organize work and set priorities across competing deadlines.
- Operate a variety of office equipment and machines including computers, copier, printer, etc.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both verbally and in writing.
- Work respectfully and courteously with staff, residents and the general public.
- Work effectively and positively with individuals of diverse racial, cultural, gender-identities, physical and mental abilities, limited-English, and socioeconomic backgrounds.
- Handle sensitive and confidential information in a confidential and professional manner.
- Understand and execute oral and written instructions and policies.
- Proficiency in Microsoft 365 for daily communication, document creation, and team collaboration.

MINIMUM REQUIREMENTS:

- **EDUCATION:** Bachelor's degree in Accounting, Business Administration required; however, four additional years of directly relevant experience may be considered in lieu of the required degree.
- **EXPERIENCE:** At least five (5) years of increasingly responsible professional experience in the preparation and maintenance of financial and statistical records, which must include at least one year of recordkeeping and administration of local, state, and federal capital and operating grants; and at least one year of recordkeeping and administration of capital assets. Must be an advanced Excel user and must be intermediate Word user.
- While these requirements are the traditional standards for developing the skills required for this classification, any combination of experience, training and education that demonstrate the ability to successfully perform the essential functions of the classification may be considered.
- **LICENSES AND OTHER REQUIREMENTS:** Provide authorization for a criminal record background check once a conditional offer of employment has been made.

WORKING CONDITIONS:

- **ENVIRONMENT:** Work is performed in an office and housing site environment. The incumbent will use standard office equipment including personal computers, telephones, copiers, and related equipment.
- **WORK SCHEDULE:** Keep office hours sufficient to serve the public and manage staff; some weekends and holidays if the need arises.
- **PHYSICAL ABILITIES:**
 - Sitting, standing, or walking for extended periods of time.
 - Dexterity of hands and fingers to operate a computer keyboard and calculator.
 - Ability to read and comprehend various data both on paper and computer screen.
 - Ability to effectively exchange information and make presentations.
 - Ability to conduct site visits.
 - Bending at the waist to retrieve materials.
 - Ability to lift, carry, and transport material up to 25 pounds
 - ADA reasonable accommodation requests will be granted full consideration.
- **HAZARDS:** Contact with dissatisfied, rude, or frustrated individuals
- **REASONABLE ACCOMMODATIONS:** HPC provides reasonable accommodations in accordance with the terms of applicable federal and state laws and in accordance with HPC's employment policies. Please contact the Human Resource Manager, Ney Calhoun at ncalhoun@pchawa.org or 253-339-1842 with any

requests or questions regarding reasonable accommodations.

BENEFITS:

In addition to your base wage, HPC provides generous benefits which includes the following:

- Holidays – twelve (12) paid holidays immediately and three (3) additional floating holidays after completion of your introductory first year.
- Health insurance – 100% premium coverage for employee and entire family if Uniform Medical Plan (UMP) chosen; if another plan is chosen HPC still pays 100% of employee premium and the UMP premium equivalent for family and then employee pays the difference.
- Starting from the first day of employment personal time off includes vacation leave use and accrual at the rate of 3.07 hours per pay period increasing with longevity, as well as sick leave use and accrual at the rate of 4.0 hours per pay period.
- HPC provides, at its own expense for each full-time employee, group-term life insurance equal to the employee's annual base salary.
- Participation in Washington State Department of Retirement Systems (DRS).
- Should you elect to participate in the Washington State Deferred Compensation Program (DCP), after the completion of your introductory first year, HPC will match your contribution to a maximum of 6% of your annual base salary (not to include overtime or bonus payments).

Please note, HPC does not participate in Social Security, so no funds will be paid to that federal system by HPC or yourself.

EQUAL OPPORTUNITY:

Housing Pierce County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected classes in local, state, or federal employment laws.

APPLICATION REQUIREMENTS AND PROCESS:

- Submit both a one-page cover letter and resume.
 - Cover letter needs to address how your experience and education and/or training qualifies you to perform the essential functions listed in the job description.
 - Resume should detail all education and experience that qualifies you for this position.
- SUBMIT: Email cover letter and resume as attachments to HumanResources@pchawa.org with SUBJECT Line of "Senior Staff Accountant- Your Last Name, Your First Name"
 - OR mail to:
Human Resources
11515 Canyon Rd E,
Puyallup, Washington 98373
- Questions may be addressed to:
Ney Calhoun, Human Resources Manager
humanresources@pchawa.org
253-620-5420
- DUE DATE: Open until filled.