

Falmouth Housing Authority

115 Scranton Ave
Falmouth, MA 02540



(508) 548-1977 Tel

(508) 457-7573 Fax

www.falmouthhousing.org

JOB DESCRIPTION

Position Title: Housing Programs Accounting Specialist

Department: Administration / Finance

Reports To: Fiscal Officer

FLSA Status: Non-Exempt

Bargaining Unit: AFSCME

Hours: Full Time (35 Hours per week)

I. The Mission of the Falmouth Housing Authority

The Falmouth Housing Authority (FHA) is committed to ensuring safe, decent and affordable housing by working cooperatively with community, state, federal and local officials. FHA always endeavors to make the best use of all available resources so our residents and participants can live in an atmosphere of dignity and respect, free from discrimination.

II. General Statement of Duties

The Housing Programs Accounting Specialist performs accounting, bookkeeping, and financial support functions with a primary emphasis on the Housing Choice Voucher (HCV) Program. The position processes Housing Assistance Payments (HAP), reviews monthly HAP adjustments, posts tenant rent payments for state-aided housing, processes accounts payable, maintains financial records, assists with reconciliations and audits, and provides accounting support for the Authority.

III. Job Description

Objective A – Program Activities

The Housing Programs Accounting Specialist is responsible for providing timely, accurate, and efficient accounting services in support of the Housing Choice Voucher Program, the Authority's state-assisted housing programs, and the Authority's general financial operations. The employee shall ensure the integrity of financial records, compliance with HUD, EOHLC, and Authority requirements, and the timely processing of payments, receipts, and accounting transactions.

To accomplish this objective, the employee shall:

1. Process monthly housing assistance payments to landlords accurately and within required deadlines.
2. Review monthly housing assistance payment adjustments resulting from annual and interim recertifications prior to payment.
3. Verify the accuracy of landlord payment registers and reconcile discrepancies.
4. Research and resolve landlord payment questions and accounting discrepancies.

5. Maintain accurate financial records and supporting documentation.
6. Assist with financial reporting and reconciliation of housing assistance payments and administrative fee funding.
7. Review, post, and reconcile tenant rent payments for the Authority's state-assisted housing programs.
8. Maintain tenant receivable accounts, repayment agreement records, and other tenant financial accounts.
9. Process vendor invoices, accounts payable, and Authority disbursements.
10. Prepare payment packets for approval by the Board of Commissioners.
11. Maintain vendor files and electronic accounting records.
12. Prepare journal entries, deposits, cash receipt documentation, and other accounting transactions.
13. Assist with monthly bank reconciliations, month-end and year-end closing activities.
14. Assist with preparation of annual audits and grant expenditure documentation.
15. Maintain all financial records in accordance with Authority policies and applicable record retention requirements.
16. Perform other related accounting duties as assigned.

Objective B – Operational Excellence

The Housing Programs Accounting Specialist shall perform all assigned duties in a professional, accurate, timely, and efficient manner while maintaining the highest standards of customer service, confidentiality, accountability, and regulatory compliance. The employee shall continually seek opportunities to improve efficiency, accuracy, and service delivery.

Performance expectations include:

1. Consistently producing accurate financial work with minimal supervisory correction.
2. Meeting established processing deadlines for HAP, vendor payments, tenant accounting, and other financial transactions.
3. Maintaining complete and well-organized accounting records.
4. Exercising sound judgment and maintaining strict confidentiality of financial and participant information.
5. Demonstrating proficiency with Authority software, accounting systems, Microsoft Office, and electronic document management systems.
6. Remaining knowledgeable regarding HUD, EOHLC, generally accepted accounting principles, and Authority policies affecting assigned duties.
7. Identifying accounting discrepancies promptly and recommending appropriate corrective action.
8. Participating in professional development and training opportunities.
9. Demonstrating initiative, flexibility, dependability, and a commitment to continuous improvement.
10. Participate in the Authority's rotating reception coverage schedule, providing front desk coverage during employee lunches, breaks, vacations, sick leave, training, and other absences to ensure continuous customer service during normal business hours.
11. Performing additional duties assigned by the Fiscal Officer or Executive Director consistent with the position.

Objective C – Partnerships

The Housing Programs Accounting Specialist shall establish and maintain productive working relationships with Authority staff, landlords, vendors, tenants, participants, auditors, governmental agencies, and members of the public. The employee shall promote teamwork and provide responsive, courteous, and professional service while supporting the Authority's mission of providing quality affordable housing and housing assistance.

Performance expectations include:

1. Working cooperatively with the Fiscal Officer, Federal Housing Programs staff, and other Authority employees.
2. Providing courteous and professional assistance to landlords, tenants, vendors, and program participants.
3. Responding to telephone calls, emails, and correspondence promptly and professionally.
4. Communicating financial information clearly and accurately to internal and external customers.
5. Working collaboratively to resolve accounting and payment issues.
6. Maintaining positive working relationships with auditors, funding agencies, financial institutions, and contractors.
7. Representing the Authority professionally in all interactions.
8. Promoting a positive work environment through cooperation, mutual respect, and effective communication.

IV. Minimum Requirements

- a. Associate degree in Accounting, Business Administration, Finance or related field; equivalent experience may be considered.
- b. Two years of accounting, bookkeeping or governmental finance experience.
- c. Proficiency with Microsoft Office and computerized accounting software.
- d. Ability to maintain confidential financial records and communicate effectively.

V. Preferred Qualifications

- a. Experience with HUD Housing Choice Voucher financial administration
- b. Experience with Massachusetts public housing accounting
- c. Governmental accounting experience

VI. Disclaimer

This description is intended to describe the general nature of the work performed. It is not intended to be an exhaustive list of all duties. The supervisor or its designee may assign additional responsibilities as operational needs require.

VII. Employment Requirements: Applicants selected for employment must successfully complete all required federal, state, and local background checks and any required pre-employment drug screening, consistent with applicable law.

VIII. Application Process: Interested applicants must submit a cover letter and resume detailing their qualifications and experience.

- IX. **Equal Employment Opportunity:** The Falmouth Housing Authority is an Equal Opportunity/Affirmative Action Employer. The Authority is committed to providing equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, national origin, ancestry, age, disability, genetic information, military or veteran status, marital status, or any other status protected by applicable federal, state, or local law.
- X. In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and applicable Massachusetts law, the Falmouth Housing Authority provides reasonable accommodations to qualified applicants and employees with disabilities upon request.