



Job Opportunity

Mixed Finance Accountant

Company Name: Little Rock Housing Alliance d/b/a Metropolitan Housing Alliance [MHA]

Title of Position: Mixed Finance Accountant **Salary:** Up to \$55,000 annually

Position Type: Full-Time/ Salaried/ Exempt **Closing Date:** Until filled

Location: 100 South Arch Street – Little Rock, AR

SUMMARY

The Mixed Finance Accountant of the Little Rock Housing Authority (“MHA” or “Agency”) under the direction of the Senior Accountant will be responsible for maintaining proper accounting records for federal, state, and local programs. All activities must support LRHA’s mission, strategic goals, and objectives.

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.

- Establishes and maintains separate general and subsidiary ledgers and journals, in accordance with appropriate program guidelines, to provide for accurate reporting of grant obligations and expenditures in accordance with federal, state, or local accounting guidelines.
- Assist in the development, maintenance and implementation of Mixed finance accounting processes, procedures, and reports.
- Assists the Senior Accountant and Director of Finance with annual year-end closing process
- Oversee the ongoing maintenance of accounts
- Ensure payroll is accurate and records are maintained
- Support management in the accurate production of budgets
- Reconcile accounts including receivable and payable
- Ensure cashflow is utilized properly and protect reserves
- Audit financial information for inconsistencies
- Provide tax planning strategies in accordance with existing legislation
- Create financial forecasts and analyse risk

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in Accounting, Finance, or Business and at least 4 years experience in public institution financial management preferred, or equivalent combination of education & experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as budgets, general ledger account, invoices, authority lease policies, payable and receivable policies, instruction, and procedure manuals. Ability to write complex reports and correspondence that are generally error free. Ability to communicate effectively with subordinates, direct reports and superiors as required.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and basic statistical data and to draw and interpret bar graphs. Must have advanced financial analytic ability. Must have the ability to solve complex problems, perform "troubleshooting" and account reconciliation functions.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

Possess strong knowledge of accounting software, spreadsheet software (MS Excel), database (MS Access) software and word processing (MS Word) software. Ability to learn other computer software programs as required.

KNOWLEDGE, SKILLS & ABILITIES

- Strong in general ledger recording, asset management and keeping inventory records.
- Working knowledge of the theory and application of accounting methods; and program development equal to those used by a Certified Public Accountant; know federal guidelines to grant funded programs as well as HUD requirements.

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 frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

BENEFITS

- Medical/Dental/Vision Benefits
- On-site Fitness Center & Wellness Program
- Employee Assistance Program
- Basic Life Insurance & Supplemental Insurance
- Retirement Plan

HOW TO APPLY:

Please email resume to HR@mhapha.org with subject: "Mixed Finance Accountant".

Little Rock Housing Authority d/b/a Metropolitan Housing Alliance is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or

expression, or any other characteristic protected by federal, state, or local laws.