

ASHEBORO HOUSING AUTHORITY
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Asheboro, North Carolina 27204-0609
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JOB OPENING: ACCOUNTING SUPERVISOR

May 21, 2019

The Asheboro Housing Authority (AHA) is seeking to fill this position with an experienced affordable housing accounting professional. AHA and its two 501-C3 non-profits operate 1,105 affordable housing units including Public Housing, Housing Choice Voucher, Multifamily New Construction, Tax Credit and market rate. If you need would like to apply, please submit a resume & cover letter to Robert Lawler, Executive Director rlawler@asheboroha.org. Additional information on the Asheboro Housing Authority its programs & affiliates can be found at <http://asheboroha.org/>. Applications due: Open Until Filled

The primary purpose of this position is to oversee the administrative and technical accounting duties involving the maintenance of general ledgers, purchasing/work order functions, accounts payable activities, and payroll processing and reporting. The incumbent also provides assistance by preparing correspondence, processing and submitting various accounting and payroll tax reports, maintaining employee group insurance information, and preparing accounting summaries for the annual audit. Other duties include, but not limited to the following:

- Maintains accounting records for all the Authority's bank accounts and accounting records, which includes journal entries, general ledgers, trial balances, subsidiary ledgers, and bank reconciliations. Performs month-end and year end closings and prepares accounting summaries for the annual audit. Accurately applies GAAP.
- Prepares annual budgets for all programs including but not limited to Low-Rent Public Housing (LRPH), the Housing Choice Voucher (HCV) program, two 501-c3 non-profits and other programs. Accesses the eLoccs Web portal to provide obligations and expenditures.
- Monitors reports of dedicated financial securities held by bank and escrow agents to protect public funds of the Authority as required by state and federal regulations. Reports to the Department of the State Treasurer as required.
- Administers IRS-regulated group benefit and health reimbursement plans. Prepares and submits monthly or quarterly reports for retirement contributions, payroll tax, use tax, and unemployment tax.
- Coordinates with Fee Accountant to assess accounting needs, workflow assignments, budget preparation, and organizational opportunities.

Education & Experience: Bachelor's degree in finance, accounting, or related field, and a minimum of 4 years of professional accounting experience. Experience in affordable housing preferred. An equivalent combination of education and experience may be considered. Must possess a valid North Carolina driver's license and be insurable under the Authority's plan.

The position requires strong computer skills (MS Word, Excel, Outlook, and web-based applications). Lindsey Software Systems is the agency's affordable housing & accounting software. In addition, the position must have the ability to learn other computer software programs as required by assigned tasks. The starting salary range is \$46,000 to \$55,200 with benefits DOQ.

Equal Opportunity Employer