

Position Description

Position Title:	Accountant II	Department:	Finance
Reports to:	Finance Manager	Employment Status:	Full-Time
FLSA Status:	Non-Exempt	Date Created:	May 2020
Representation Status:	Unrepresented	Date Revised:	April 25, 2023

Summary

The primary purpose of this position is to perform complex and varied technical and professional accounting work under the general supervision of a Finance professional and/or management staff. Responsibilities included auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, assisting in budget preparation, providing information to staff regarding accounting practices and procedures, and reconciling general ledger accounts; prepares year-end audit reports and schedules; performs full-cycle Accounts Payable (A/P) functions; serves as a liaison regarding disbursement activities with staff, vendors, contractors, and outside agencies; coordinating and processing Housing Assistance Payment (HAP) disbursements to property owners; provides back up support to payroll functions. Assists in developing financial analysis and reporting and internal control practices; performs research, interpretation, and analysis of Generally Accepted Accounting Principles (GAAP) and Department of Housing and Urban Development (HUD) guidelines; performs related work as required.

The essential duties and responsibilities listed below support the Santa Clara County Housing Authority’s (“SCCHA”) mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Provides advice and analyses in the administration and implementation of SCCHA’s financial, auditing, budget, and accounting programs.
- Provides support; develops recommendations and prepares SCCHA and affiliate entity budgets; explains, interprets, and enforces budget policies and procedures; establishes and prepares indirect cost allocations; analyzes and reviews budget variance reports; assimilates final budget reports; and prepares and conducts presentations as needed.
- Creates and maintains accounting and financial records for various entities, rehabilitation, construction, and development activities; reviews and analyzes construction budgets and projections, assists with cost certifications, and reviews and comments on development financial processes and procedures; reviews, analyzes, and reconciles general ledger accounts, balance sheets/income statements, capital assets, and related financial reports; prepares project close out and assists with other complex accounting analysis.
- Performs treasury functions including cash flow analysis, transferring of funds, and monitoring available funds and investment portfolios; maintains bank account access and lists of authorized signers; monitors funding sources.
- Monitors expenditures, revenues, and budget allocations to determine SCCHA’s and affiliates’ financial status and prepares custom reports, graphs, and schedules as needed.
- Responsible for full-cycle accounts payable by designing and maintaining approval workflows in the Yardi system; processing vendor payments which includes reviewing invoices account statements for accuracy, following up with staff from other departments for timely invoice approval and general ledger charge codes.
- Prepares and processes Housing Assistance Payments (HAP), include working with the Housing

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Department staff and property owners to resolve/correct discrepancies.

- Process annual 1099 Misc. and sales/use tax returns.
- Responds to inquiries from vendors, property owners and staff from other departments/units.
- Provides back up support to payroll functions.
- Ensures encumbrances and payments are correct and in full compliance with all applicable fiscal and program contract requirements; tracks and monitors all charges made to designated program funds; prepares funding source requisitions and transfers; prepares periodic reports to funding sources; closes out completed programs, reconciling total expenses to authorized funding; prepares the electronic draw down of authorized funds.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of the Agency.
- Monitors grant compliance and documentation, prepares grant draw downs and expenditures, researches and resolves HUD funding discrepancies, and provides compliance recommendations to program staff.
- Provides technical support for year-end accounting activities including analytical review of the year-end work papers, trial balances, and general ledger account balances; assists with preparation of notes to SCCHA's and affiliates' financial statements, reviews and comments on draft audits, and follows through with audit inquires.
- Maintains fixed asset and other subsidiary ledgers; prepares journal entries for the acquisition and disposal of fixed assets; reconciles balance sheets and accounts; tracks fixed asset purchases against budget; periodically reconciles fixed asset and special fund schedules to accounting records.
- Participates in the development and implementation of accounting policies and procedures; ensures compliance with HUD regulations and accounting standards; conducts special research assignments, gathers and analyzes data, and prepares reports for consideration by management.
- Establishes and maintains contact and working relationships with all internal departments, local, state, and federal agencies for acquisition of necessary information, and/or for the implementation of cooperative programs and activities.
- Interprets, applies, and explains federal, state, and local laws and regulations, and policies, procedures, and practices of assigned position.
- Evaluates, recommends, and develops improvements in operations, procedures, policies, or methods.
- Prepares and presents clear and concise reports, correspondence, policies, procedures, and other written materials. Researches, analyzes, and evaluates new service delivery methods, procedures, and techniques.
- Conducts research projects, evaluates alternatives, makes sound recommendations, and prepares effective reports including staff and Board reports.
- Effectively represents the department and SCCHA in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establishes and maintains a variety of filing, record-keeping, and tracking systems.
- Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner; organizes own work, sets priorities for self and others, and meets critical timelines/deadlines.
- Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal

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guidelines.

- Establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS

Education and/or Experience

Any equivalent combination of education and experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:

A bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, or business, or a closely related field; and four (4) years of increasingly responsible professional accounting experience.

Core Competencies

This position requires the incumbent to exhibit the following behaviors, knowledge, skills and abilities:

Advancing Inclusivity and Leveraging Diversity: Works to create a culture of inclusivity where individuals of diverse cultures, demographics, interpersonal styles, abilities, motivations or backgrounds are and feel valued for their unique perspective and talent; inspires and makes the most effective use of the capabilities, insights and ideas of all individuals.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer/Client Service: Meets/exceeds the expectations and requirements of internal and external customers and clients; identifies, understands, monitors, and measures the needs of both internal and external customers and clients; talks and acts with customers and clients in mind. Values and recognizes work colleagues as customers.

Effective Communication: Ensures important information is clear, concise and organized to be passed to those who need to know verbally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others. Actively listens and understands the audience to adapt messages appropriately. Applies knowledge of methods and techniques for the development of effective presentations, business correspondence, and information distribution based on audience needs.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Integrity: Exhibits honesty with oneself, coworkers, and customers. Stands up for what is fair, honest, ethical, and morally right even, in the face of opposition.

Job Knowledge and Skill: Exhibits requisite knowledge, skills, and abilities to perform the position effectively including complex and responsible accounting and record-keeping duties in support of financial functions, programs, and initiatives. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for



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soundness, appropriateness, and conformity to policy and requirements, and the methodology used in arriving at the end results is not reviewed in detail. This class is distinguished from the Accounting/Financial Analyst in that the latter is responsible for more complex and higher-level accounting functions and exercises a higher level of discretion and independent decision-making.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

Technical Skills: Exhibits requisite knowledge, skills and ability to perform duties using computers and peripheral equipment, and software skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn computer software programs as required by assigned tasks.

Work Environment/Physical Demands

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; however, this class may be performed in an environment with exposure to various odors/fragrances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, virtually and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]