



PERSONNEL AND RISK MANAGEMENT DEPARTMENT  
205 LAWRENCE STREET, MARIETTA, GA 30061  
AN EQUAL OPPORTUNITY EMPLOYER  
24-HOUR JOB LINE (770) 794-5571  
Web Site: [www.mariettaga.gov](http://www.mariettaga.gov)

## EMPLOYMENT OPPORTUNITY

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**JOB TITLE: ACCOUNTANT-HCV Program - Section 8**

**JOB NUMBER: 08-75**

**DEPARTMENT: DEVELOPMENT SERVICES**

**SALARY RANGE: Pay Grade 113 (Not Exempt)**

**Hiring Range: \$35,432 - \$42,642 annually**

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### **ESSENTIAL JOB FUNCTIONS:**

1. This position is responsible for maintaining minimum accounting requirements including the general ledger, income and expense subsidiary ledgers, cash receipts and disbursements registers, journal vouchers, checks, housing assistance payments register, property ledger, account numbers, and deposits.
2. This position is responsible for preparing internal financial documents to monitor the financial status of the Section 8 HCV program. Monthly financial reports will be prepared on the operating statement reflecting income, expenditures, and excess of income over expenditures; balance sheet reflecting assets, liabilities and fund balance; and the utilization report. These reports will be provided to the Finance Director, Manager, Housing and Community Development Programs and the Manager- HCV Program.
3. This position is responsible for portability accounting entries as the initial PHA and the receiving PHA. Journal records must be maintained to track incoming portability and outgoing portability payments.
4. Maintains a complete and accurate set of books of account and supporting records will be established and maintained so that speedy and effective auditing is possible.
5. Works in collaboration with the Manager, Housing Programs and the Manager- HCV to monitor and calculate preliminary fees up to \$500 per unit that cover one-time costs of processing participating families to the point of HAP contract execution.
6. Assists the Manager, Housing Programs and the Supervisor HCV in determining if the city is eligible for housing conversion fees based on actual eligible costs reflected on the year-end settlement statement.
7. Assists the Manager, Housing and Community Development and the Manager-HCV Program in estimating the total number of hard-to-house families with three or more minors or a disabled person that will be assisted to determine the hard-to-house fees based on current program participants, the composition of the waiting list and the turnover and more rates for large families.
8. Assists the Manager, Housing and Community Development and the Manager-HCV Program in estimating and calculating the amount of ongoing administrative fees that will be earned by projecting the number of unit months under lease for the year.
9. Assists the Manager, Housing and Community Development and the Manager-HCV Program in estimating audit costs and requesting reimbursement from HUD.



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**ESSENTIAL JOB FUNCTIONS (continued):**

10. Assists the Manager, Housing and Community Development and the Manager-HCV Program in calculating the total annual contributions required from the estimated housing assistance payments, estimated fee earnings and estimated audit costs.
11. Assists the Manager, Housing and Community Development and the Manager-HCV Program in calculating the annual budget authority upon budget submission and recalculating the annual budget authority at the year-end settlement.
12. Assists the Manager, Housing and Community Development and the Manager-HCV Program in collecting fraud recoveries.
13. Assists the Finance Director, Manager, Housing and Community Development and the Manager-HCV Program in determining interest earnings on administrative fee reserves and interest earnings on the general funds.
14. Assists the Manager, Housing and Community Development and the Manager-HCV Program in the final calculation of the year-end reconciliation.

**QUALIFICATIONS:**

- A Bachelor's degree in finance, accounting or business administration, or closely related field, and a minimum of 2 years fund accounting experience. Prefer Section 8 program accounting experience. May accept equivalent education and directly related experience.
- Knowledge and experience in Generally Accepted Accounting Principles (GAAP) preferred.
- General knowledge of Federal regulations and guidelines concerning the financial requirements for the Section 8 HVC programs preferred.
- Must be certified in the Section 8 financial management practices or become certified within three months.
- Must have skill operating a PC including MS WORD, EXCEL, and the ability to learn other related financial applications, as needed.
- Must have knowledge of accounting and budgeting methods and related federal Section 8 HCV Program's regulations and procedures.
- Must have excellent communications skills, including written and verbal communications and the ability to compose effective business correspondence.
- Ability to prepare and maintain all division records and reports.
- Ability to perform mathematical calculations, accounting, and data entry as applied to budgeting, accounting, and reporting documents.
- Ability to interpret, explain, and enforce city, department, and related federal policies and procedures.
- Ability to exercise good judgment in assessing situations and making sound decisions.
- Must have a valid Georgia driver's license and a satisfactory seven-year driving history, to include no DUI's in the last five years.
- Drug screen, credit and criminal background checks required at time of hire.

**REQUIREMENTS: DRUG SCREEN. CREDIT AND CRIMINAL BACKGROUND CHECK. VALID GEORGIA DRIVER'S LICENSE. SATISFACTORY 7-YEAR DRIVING HISTORY, TO INCLUDE NO DUP'S IN THE LAST 5 YEARS. SATISFACTORY COMPLETION OF A ONE-YEAR WORKING TEST PERIOD.** *Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.*

**CLOSING DATE: AUGUST 12, 2008**



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