
Job Announcement
HCV Accounting Manager

Make a difference and join the DCA Team! DCA gives employees more to do than merely make a living. We are serious about helping Georgia's families live more abundantly with a greater sense of hope and achievement. If public service, a great environment, and the desire to enrich the lives of others motivate you to do your best work, you should consider joining the DCA Team.

OUR MISSION

To help build strong, vibrant communities.

OUR VISION

For Georgians of today and tomorrow to have the opportunity to live and work in thriving communities.

OUR CULTURE

DCA is dedicated to helping build strong, vibrant communities. We are a diverse team of highly competent and committed professionals who strive to help people and communities thrive through technical expertise, innovative thinking and a passion for making a difference. Team members are at their best when collaborating and supporting each other as they perform challenging and dynamic work. We are serious about helping Georgia's families live more abundantly with a greater sense of hope and achievement. If public service and the desire to enrich the lives of others motivates you to do your best work, you should consider joining the DCA Team.

GENERAL DESCRIPTION

The Georgia Department of Community Affairs (DCA) is a state organization dedicated to partnering with communities to help create a climate of success for Georgia's families and businesses. DCA offers a fast-paced, challenging, and dynamic environment that requires attention to detail, pride in quality of work, and the ability to work as a versatile team player.

POSITION SUMMARY

The HCV Accounting Manager oversees the day-to-day financial operations of DCA's statewide Housing Choice Voucher program serving over 11,000 families across 159 Georgia counties. This role is responsible for the accuracy, compliance, and timeliness of all HCV financial transactions, including Housing Assistance Payments (HAP), subsidy drawdowns, HUD reporting, and program budget monitoring.

The Accounting Manager directly supervises accounting staff, serves as the program's primary liaison for audits and HUD financial reviews, and maintains financial integrity across a complex, multi-county program operating under federal funding constraints. This position requires deep knowledge of HCV-specific financial processes, a proactive

approach to learning and systems proficiency, and the ability to communicate financial information clearly to both finance and non-finance audiences. This position reports directly to the Director of Accounting.

JOB RESPONSIBILITIES

- Oversee and perform accounting functions including accounts payable/receivable, general ledger maintenance, journal entries, accruals, and monthly reconciliations.
- Prepare and review monthly, quarterly, and annual financial reports for internal leadership (including the HCV Executive Director and CFO) and HUD submission.
- Ensure Voucher Management System (VMS) and Prior Month Corrections (PMCs) are submitted timely.
- Oversee portability process, including but not limited to issuing HAP reimbursement billings to absorbing PHAs, maintaining an accurate AR ledger, monitoring aging receivables, following up on delinquent reimbursements, and reconciling payments received against billings issued.
- Utilize the HUD Two Year Tool to project HAP expenditures against available budget authority; use projections to inform drawdown decisions, identify any leasing financial risk, and provide actionable analysis to division leadership.
- Ensure all financial transactions and reporting comply with HUD regulations, GAAP, and DCA's administrative policies.
- Contribute to and maintain internal financial controls documentation and accounting standard operating procedures (SOPs) in alignment with DCA and HUD requirements.
- Support preparation of annual financial and compliance audits; serve as primary point of contact for auditors and provide required schedules, reconciliations, and supporting documentation.
- Review and analyze financial statements and periodic accounting reports.
- Monitor operating budgets for the program.
- Prepare and submit the unaudited financial submission to HUD prior to deadline.
- Supervise, train, and evaluate accounting staff; assign and review work to ensure accuracy and regulatory compliance in a fast-paced, compliance-driven environment.
- Communicate financial information clearly to non-financial audiences including program staff, division leadership, and external partners such as landlords, Public Housing Authorities and HUD field office contacts.
- Collaborate with program operations on Yardi system updates, reporting enhancements, and process improvements.
- Complete special projects and perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in public administration, business administration, accounting, finance, or related field from an accredited college or university OR Associate's degree in public administration, business administration, accounting, finance, or related field from an accredited college, AND Two years of fiscal analysis experience, OR Four years of fiscal analysis experience.
- Demonstrated ability to lead, train, or direct the work of others.
- Working knowledge of HUD HCV program regulations, HAP processing, and federal subsidy drawdown procedures (eLOCCS).
- Experience with VMS reporting and HUD financial compliance requirements specific to the Housing Choice Voucher program.
- Demonstrated proficiency with Microsoft Excel (pivot tables, vlookups, etc.)
- Strong analytical skills with the ability to reconcile complex accounts, identify discrepancies, and resolve them independently.
- Ability to communicate financial data clearly to both financial and non-financial audiences.
- Ability to manage multiple deadlines, prioritize independently, and maintain strict confidentiality with financial data.

PREFERRED QUALIFICATIONS

- HUD accounting experience.
- Prior experience with Yardi Voyager, particularly modules related to HCV financial processing and landlord payments.
- Experience in a statewide or multi-site housing program environment.
- Familiarity with HUD Financial Data Schedule (FDS) reporting requirements and submission processes.
- Experience ERP systems such as TeamWorks (PeopleSoft), GA@WORK, and Yardi Voyager.

WORKING CONDITIONS (TRAVEL, HOURS, ENVIRONMENT)

This position is currently designated as a hybrid (part in-office and part remote/telework) position. This position is full-time (40 hours per week) and may require occasional overtime. Local periodic travel may be required.

PHYSICAL / SENSORY REQUIREMENTS:

Work is principally stationary, but the person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc., and constantly operate a computer and other office equipment.

Must be able to remain in a stationary position 50% of the time.

Must be able to perform office-related duties.

Must be able to operate office equipment.

Must be able to establish and maintain effective working relationships with employees, tenants, and community agencies and other entities that provide services.

Must be able to perform essential job functions, with or without reasonable accommodation.

Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.

Must maintain punctuality and attendance as scheduled.

NOTE: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be considered but may not necessarily receive an interview. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided. Selected applicants will be contacted for next steps in the interview process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.

DCA is an Equal Opportunity Employer. If you need accommodation for an interview, please contact the Human Resources Office at (404) 679-4845

Hiring is contingent upon satisfactory results of employment verification, background, criminal records investigation and motor vehicle reports.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the business and requirement of the job change. This job posting may close at any time upon gaining a sufficient applicant pool from which to select a qualified candidate.

All duties and responsibilities listed are considered to be essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. Marginal functions of the position (those that are incidental to the performance of the job duties) have not been included. However, the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.