

Job Announcement

HCV Senior Accountant

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

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

GENERAL DESCRIPTION:

The Georgia Department of Community Affairs (DCA) is a state organization dedicated to helping build strong, vibrant communities through the development of safe, decent and affordable housing. DCA offers a fast pace, challenging and dynamic environment that requires attention to detail, pride in quality of work, and the ability to work as a versatile team player. 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.

SCOPE OF WORK

Responsible for preparing timely and accurate financial reports in accordance with GAAP

Ensures timely reconciliation general ledgers and sub-ledgers.

Works with Finance and other departmental staff to ensure timely preparation and management of budgets.

Helps maintain a system of internal controls over manual and software related accounting functions.

Coordinate with Finance & Senior Staff in responding to information requests from auditors during audit periods.

Responsible for coordinating billing, reimbursements, inter-program fund accounts, and any other accounting related functions.

Works with accounting staff of related entities to provide any necessary financial information or reporting.

Provide guidance to senior staff on the financial implications of management proposals when requested.

Ensure the Director of Finance has available any and all financial items that may require the attention of Senior Staff, as needed.

Coordinate with the Director of Finance in preparation of monthly, quarterly and annual reporting required by HUD or other outside entities.

Perform other duties and responsibilities as assigned.

QUALIFICATIONS

Minimum Educational Requirements, Licenses, Skills, Abilities, Experience

Degree in Accounting.

An understanding of Generally Accepted Accounting Principles (GAAP).

Advanced MS Excel knowledge.

Strong communication, technology and analytical skills.

Preferred Educational Requirements, Licenses, Skill, Abilities, Experience

Knowledge of YARDI software.

Familiarity with HUD regulations related to Housing Choice Voucher program.

Three plus years Governmental accounting experience..

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 operates 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 accommodations.

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 an 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.