



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400 | www.PCHAWA.org

JOB DESCRIPTION: STAFF ACCOUNTANT

TITLE:	Staff Accountant
REPORTS TO:	Finance Director
SALARY RANGE:	\$27.00- \$39.00/ hourly PCHA Benefits Package
SHIFT/SCHEDULE:	Hourly, Non-Exempt Union

The Pierce County Housing Authority (PCHA) is a public body created by Pierce County's Board of Supervisors (now County Council) in 1978 according to State statute (RCW35.82). The mission of the Pierce County Housing Authority is to provide safe, decent, affordable housing and economic opportunity free from discrimination. PCHA currently operates 121 Low-Income Public Housing units, 20 Units of USDA/RD Housing, administers approximately 3,003 Section 8/HCV program vouchers, and an Enterprise Portfolio comprising approximately 670 units. Additional grants are received periodically for the Renovation and Modernization of existing facilities and in support of our Family Self-Sufficiency Programs. Currently, the Pierce County Housing Authority employs approximately 50 individuals.

BASIC FUNCTION

The Staff Accountant is a non-exempt, union/bargaining position in the Finance Department of Pierce County Housing Authority. Under general administration of the Director of Finance, the Staff Accountant is responsible for performing a variety of professional level accounting duties involving the preparation, maintenance and control of funds, including allocation of income and expense, expense and appropriation transfers, analysis of programs and account, and development of financial statements and reports. In addition, the Staff Accountant will maintain related records, prepare periodic reports, financial statements according to GAAP, and other necessary financial reporting to be submitted to third parties such as HUD.

This position is part of a Collective Bargaining Agreement with Office and Professional Employees International Union (OPEIU) Local 8.

ESSENTIAL FUNCTIONS

- Perform a variety of professional-level accounting duties in the preparation, maintenance and control of funds, including allocation of income and expense, expense and appropriation transfers, analysis of programs and accounts, and the development of financial statements and reports.
- Research, compile, analyze and input financial data for preparation of State reporting documents; suggest, develop and revise procedures in accordance with HUD and PCHA requirements.
- Analyze records and documentation of transactions and monitor and control expenditures for assigned accounts to assure expenditures and income are allocated to proper accounts; perform expenditure monitoring to assure compliance with budget authorization and limitations; monitor spending for expenditures; utilize computerized accounting system to review purchase requests.



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- Audit financial data and documents to assure accuracy, completeness and compliance with policies and procedures and applicable HUD and other governmental regulations.
 - Reconcile and balance assigned accounts and financial statements; record financial transactions; maintain journals and ledgers.
 - Communicate with PCHA personnel, vendors, department directors and other program personnel to resolve problems, correct errors, obtain authorizations and exchange information.
 - Answer questions and provide a variety of information and assistance regarding budget balances, accounting transactions and related information; provide technical expertise and direction to resolve complex accounting issues and questions; coordinate activities with other departments.
 - Maintain, compile, audit, consolidate and analyze financial data and reports; prepare and maintain mandated periodic and annual financial statistical reports as requested or required; prepare and maintain detailed and comprehensive records related to assigned accounts.
 - Prepare a variety of local, County, State and HUD financial reports; gather, compile, post, balance and summarize accounting data; assemble and enter data for inclusion in PCHA financial reports; prepare financial reports, summaries and other materials for the Board as requested.
 - Prepare quarterly financial reports for the fund; assist Finance and Administration staff and directors with quarterly financial reviews with the related fund; prepare forecast for the fund.
 - Conduct research and prepare special studies as requested or required; answer questions and provide information and assistance regarding a variety of accounting, budgeting and funding regulations, requirements and issues; analyze financial accounting data and make appropriate recommendations; assist budget personnel with the development, establishment and monitoring of the fund budgets.
 - Review financial record-keeping procedures and methods; recommend improvements or new procedures; implement new procedures and techniques and assure efficiency and compliance with generally accepted accounting principles and policies and applicable government regulations.
 - Provide assistance and develop complex support documentation for external auditors as needed; prepare required reports and answer auditor's questions and explain variances.
 - Participate in the development and implementation of goals, work plans, performance measures, and continuous improvement of service delivery to assist in attaining the unit/program/department initiatives and goals, agency core strategies, and mission through a spirit of service, teamwork and respect. Work respectfully and courteously with other employees, residents and the general public. Follow direction, and work well under pressure.
 - Attend all required training and safety meetings; use, maintain and replace assigned personal protective equipment; report all injuries and illnesses to supervisor immediately; complete and submit incident/accident reports as required; report hazardous conditions or unsafe work practices to supervisor; and follow all safety and health guidelines, practices, policies and procedures, and actively support and participate in Emergency Preparedness tasks.
 - Operate a personal computer and various software packages to enter, audit, record and analyze financial data; assist in developing accounting forms and report formats.
 - Prepare financial statements according to GAAP for limited partnerships under the tax credit programs to be submitted to the financial institutions electronically.
 - Perform bond compliance audit and prepare and file necessary reports to meet the bond regulatory requirements.
 - Perform related duties as assigned.
 - **NOTE:** This job function describes primary duties only. It is not to be considered a detailed listing of all required tasks.



REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive knowledge of generally accepted accounting and auditing principles, practices and procedures.
- Financial, statistical and fiscal record-keeping principles.
- Preparation and maintenance of comprehensive accounting and budgetary records.
- Financial reporting procedures.
- Data processing applications to accounting and auditing functions related to database management, electronic spreadsheets and word processing.
- Comfort in a role that requires managing processes, analyzing and disseminating information, verbal communication, and occasional public speaking
- Must be able to maintain a high level of production and professionalism under a variety of conditions.
- Perform a variety of technical accounting duties in the preparation, maintenance and control of financial records.
- Maintain and prepare periodic and annual reports.
- Prepare a variety of financial reports and projections.
- Maintain and audit fiscal records and accounts.
- Assure compliance with applicable policies, procedures and governmental regulations.
- Balance accounts and reconcile financial statements.
- Interpret and apply rules, regulations, policies and procedures.
- Plan and organize work.
- Operate a variety of office equipment and machines including computers, copier, printer, etc.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and time lines.
- Compile, analyze and record financial and statistical data.
- Communicate effectively both verbally and in writing.
- Work respectfully and courteously with staff, residents and the general public.

MINIMUM REQUIREMENTS

- **EDUCATION:** Bachelor's degree in Accounting, Business Administration required; however, four additional years of directly relevant experience may be considered in lieu of the required degree.
- **EXPERIENCE:** At least three (3) years of increasingly responsible professional experience in the preparation and maintenance of financial and statistical records.
- **LICENSES AND OTHER REQUIREMENTS:** Valid Washington Driver's License with an insurable driving record. Consent to and pass criminal record background check in accordance with position requirements, including but not limited to HUD guidelines.

WORKING CONDITIONS

- Work is performed in an office environment. The incumbent will use standard office equipment including personal computers, telephones, copiers, and related equipment.
- **WORK SCHEDULE:** Keep office hours sufficient to serve the public and manage staff; Monday through Thursday (10-hour shifts), or Monday through Friday (8-hour shifts), some weekends and holidays if the need arises,
- Sitting or standing for extended periods of time.



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- Dexterity of hands and fingers to operate a computer keyboard and calculator.
 - Seeing to read various data both on paper and computer screen. Accommodations can be made as necessary for individuals with visual impairments.
 - Bending at the waist to retrieve materials.
 - May include lifting up to 50 lbs.
 - **HAZARDS:** Contact with dissatisfied or abusive individuals

EQUAL OPPORTUNITY

Pierce County Housing Authority is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected classes in local, state, or federal employment laws.

APPLICATION REQUIREMENTS AND PROCESS

- Submit both a one-page cover letter and resume.
 - Cover letter needs to address how your experience and education and/or training qualifies you to perform the essential functions listed in the job announcement.
 - Resume should detail all education and experience that qualifies you for this position.
- **SUBMIT:** Email cover letter and email as attachments to HumanResources@pchawa.org with SUBJECT Line of "Staff Accountant– Your Last Name, Your First Name"
OR mail to:
 - Human Resources
 - 603 South Polk Street, Bldg. C
 - Tacoma, WA 98444
- Questions may be addressed to:
 - Ney Calhoun, Human Resources Manager
 - humanresources@pchawa.org
 - 253-620-5420
- **DUE DATE:** Open until filled.