

Job Announcement

GOSHUTE HOUSING AUTHORITY

Finance/Accountant

Opening: December 4, 2018

Closing: January 2, 2019

Salary: DOE

Supervisor: Executive Director

Job Summary:

This position reports to the Goshute Housing Authority Executive Director. Assists with the administration of all aspects of the accounting and general ledger process, which includes performing a broad range of accounting duties to ensure accuracy in financial reporting and maintaining financial records for one or more funded programs. This position also assumes responsibility for assembling, analyzing, classifying, and recording data relevant to the Goshute Housing Authority (GHA).

Essential Functions:

- Assists with developing and implementing the goals, policies, objectives and procedures of the Housing Authority accounting process.
- Assists the Executive Director and Board of Commissioners to develop the annual operating budget.
- Prepares the bi-monthly staff payroll, payroll deductions, maintain records of the staff's annual, sick and other leave.
- Maintain vendor invoices and prepares for payment, make payment request and checks.
- Prepares financial reports for management and the Housing Board of Commissioners.
- Monitors various funds revenues and expenditures to ensure appropriate accounting.
- Prepares banking entries related to general bank account, including incoming and outgoing wire transfers, monthly fees, grant income, rental income, credit card revenue and charges.
- Reviews, approves, and posts journal entries to ensure transactions are recorded appropriately. Verify provided documentation supports revenues, costs, adjustments, and transfers prior to recording in the GHA accounting system.
- Prepares general ledger entries to correct inaccurate charges.
- Process monthly grant drawdown requests for multiple grants and agencies.
- Prepares required financial reports and schedules to assist with the Primary Government quarterly and annual SF-425 reports.
- Performs a variety of other duties as assigned by supervisor.

Education, Experience, and Licenses:

- Must maintain a valid Utah or Nevada driver's license or obtain one upon hire and qualify for the GHA vehicle insurance and provide a proof of personal vehicle insurance.

Qualifications, Registrations, and Certifications:

- Requires knowledge of grant/contract compliance and requirements.
- Excellent writing, communication and interpersonal skills with a customer services focus required.
- Required to read, interpret and understand contract language, and financial reporting requirements.
- Must be highly detail oriented and organized in work.
- Proficiency with email, Microsoft Office, and QuickBooks applications required.
- Proven ability to work independently with little or no supervision, to make decisions, and have organization skill necessary to meet deadlines.
- Ability to quickly obtain knowledge of GHA financial policies and procedures required.

Environmental Factors and Conditions/Physical Requirements:

- Continually requires the ability to express or receive detailed information or important instructions through oral communication.
- Continually requires working with fingers rather than the whole hand or arm. Requires repetitive movement of wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks.
- This position is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.
- Local travel is occasionally required.

Background Check:

- Candidates for this position will be subject to criminal and character background checks and may be subject to fingerprinting.

Applications are available at the Goshute Housing Authority Office or by calling **(435)234-1174**.

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