



**FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY**

241 Millers Falls Road • Turners Falls, MA 01376
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289

STAFF ACCOUNTANT

The Franklin County Regional Housing and Redevelopment Authority (HRA) serves the housing and community development needs of the twenty-six towns of Franklin County in northwestern Massachusetts. We work with residents to successfully access a wide variety of housing resources. We also work with the municipalities of Franklin County to apply for and administer grant funding for various infrastructure and community development projects.

The Staff Accountant performs tasks in all facets of the financial and accounting functions of the HRA and its related entities. They prepare, compile, and maintain financial data and records, ensuring that all financial data are recorded in accordance with generally accepted accounting principles and consistent with the requirements of funding sources and established policies and procedures, for a moderately large and complex agency.

PRINCIPAL DUTIES:

1. Coordinate accounting processes and functions for programs of HRA and its affiliates as assigned, including but not limited to monitoring of budgets, cash flow and oversight of the general ledger and accounts payable and receivable.
2. Maintain financial records and journal entries for programs of HRA and its affiliates as assigned, including posting to ledgers from journals and closing each month on a timely basis. Create and post adjusting journal entries, and create and post monthly recurring journal entry transactions to the ledgers from the various journals. Reconcile various accounts and activity by Business Unit within the general ledger to ensure their accuracy (e.g. prepaid expenses, prepaid insurance, security deposits, grants).
3. Ensure compliance with accounting and financial reporting requirements for programs and grants of HRA and its affiliates as assigned. Ensure compliance with Internal Control Policies. Ensure compliance with loan covenants as assigned.
4. Prepare and balance bank statements for assigned accounts.
5. Bill management fees to corporations and real estate projects managed by HRA as assigned.
6. Reconcile monthly rent rolls for HRA and affiliates as assigned.
7. Monitor the cash receipts process including cash receipts and accounts payable.

8. Assist executive staff in preparation of budgets and provide financial reports as requested.
9. Responsible for processing daily cash receipts; backup for Bookkeeper.
10. Prepare monthly and quarterly reports for internal and external stakeholders.
11. Process housing assistance payments, if assigned
12. Perform other related duties such as and if assigned:
 - General maintenance and upkeep of personnel records
 - New hire and separation orientation and paperwork Insurance and benefits sign up
 - Setup of Checkwriters
 - Projects which may include research, process flow change implementations and documentation, corrections or the like which may be outside of the finance department.
 - Insurance – contracting, renewals, coverage, approving invoicing, claims

SUPERVISION RECEIVED:

The Staff Accountant works directly under the supervision of the Finance Director.

GENERAL QUALIFICATIONS:

- Excellent organizational skills
- Excellent reconciliation skills
- Ability to examine and verify financial documents and reports.
- Ability to communicate clearly and concisely, orally and in writing.
- Knowledge of Generally Accepted Accounting Principles and Practices.
- Ability to analyze data and make conclusions quickly and accurately.
- Ability to read, understand and follow written and verbal instructions, including accounting manuals supplied by HRA, and memoranda from government funding sources, the Internal Revenue Service and the MA Department of Revenue.
- Ability to work in a cooperative and collaborative manner

MINIMUM EDUCATION AND EXPERIENCE:

1. Bachelor Degree in Business Administration, or Accounting. Experience in a similar position in a public agency or non-profit organization of a size and complexity comparable to HRA required a plus. Four-year degree in financial field desirable.
2. Experience with housing authority, municipal or not-for-profit accounting preferable.

3. Knowledge of state and federal funding sources helpful.

Successful experience with computerized accounting systems and competence with Microsoft Excel required.

Salary and benefits are according to state and federal law; Board approved personnel policies and budget. HRA is an Equal Opportunity/Affirmative Action employer.

Board Approved: 09/12/16 [Vote #16-117]

Revised Board Approved: 8-8-19 (Vote # 17-335)