

BROWARD COUNTY HOUSING AUTHORITY JOB DESCRIPTION

Assistant Controller

Department/Unit:	Finance	Pay Grade:	11
<p>Job Summary: Responsible for accurate and timely preparation of all financial statements and reports, general ledger postings, and various financial functions of the housing authority and various affiliated organizations. Functions include accounts payable and receivable, general and tax accounting, payroll, budgeting, financial administration and various reporting functions. Adheres to all required financial compliance and auditing regulations pertaining to governance, GASB, and GAAP.</p>			
<p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Provides additional oversight of the activities of the Finance Department including accounts payable, accounts receivable, banking, payroll, financial reporting, general ledger administration, grant financial reporting, banking transactions, and general accounting practices. 2. Prepares quarterly and annual financial reports and work papers preparation and organization including uploading of all client-prepared files to auditors shared file. 3. Administers various accounting and finance functions over of affiliated organizations. 4. Assures tax reporting compliance including 941 filings, quarterly re-employment reporting, IRS TIN matching preparation in ACL and submission, W-2 and 1099 reporting. 5. Oversees ARP and ACH activity and audit trails including account reconciliations, ACH activity download, positive pay integrity, generating and uploading ACH for Section 8 and payroll. 6. Establishes and maintains systems and controls that verify the integrity of all financial systems, financial reporting, financial information systems, processes and data. 7. Prepares annual FASS-Multifamily for submission and validation; provides HUD reporting support and self-certifies. 8. Maintains current information on updates or changes to GAAP, GASB, Internal Audit guidance, HUD, GAO, and financial governance. <p><i>The items listed above are intended to provide an overview of the essential functions of the job. This is not an exhaustive list of all functions and responsibilities that the position may be required to provide.</i></p>			
Job Location:	Central Office	Education:	Four-year degree with major coursework in accounting and/or finance.
Supervisory:	No	Years of Experience:	Five or more years in a professional accounting or finance position.
Employment Status:	Hourly, Full-Time	Employment Type:	Employee
Annual Pay Range:	N/A	Reports To:	Chief Financial Officer (CFO)
Number of Positions:	1	Cost Allocation:	100% COCC
EEO Code:	Professional	Licenses/Certifications:	N/A
<p>Competencies:</p> <ul style="list-style-type: none"> • Knowledge of budgeting and financial analysis in a small to mid-sized organization. • Knowledge and experience in accounting or finance including compliance, reporting, governance, auditing, and document preparations. • Ability to conduct detailed analysis and to prepare and present accurate and concise financial reports. • Intermediate to advanced skills in the use of personal computers and various software including Microsoft Office (Word, Excel, Outlook). 			
Physical Demands:	<ul style="list-style-type: none"> • Occasional standing, walking, sitting; using hands to finger, handle, or feel objects, tools or controls; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching or crawling; talking or hearing; occasionally lifting and/or moving up to 25 pounds; • Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus; • The noise level in the work environment is usually quiet to moderate. 		
Approval Date:	12/11/2017	Approved By:	Peter Jannis, Chief Financial Officer
Approval Date:	12/11/2017		Ann Deibert, Chief Executive Officer
HR Last Update:	12/11/2017	Updated By:	Roy Lantz, VP HR/Risk Mgt.

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