



JOB DESCRIPTION

POSITION TITLE:	Senior Accountant	REPORTS TO:	Director of Finance
DEPARTMENT/DIVISION:	Finance	FLSA STATUS:	Exempt
DATE:	August 8, 2024	EMPLOYMENT STATUS:	Full-Time

BRIEF DESCRIPTION:

The Senior Accountant position will be responsible for recording, verifying, documenting and analyzing financial transaction and information based on the generally accepted accounting principles and HUD guidelines. This responsibility includes areas of accounts receivable, accounts payable, payroll, bank accounts and other general ledger activities of the Agency.

ESSENTIAL FUNCTIONS:

The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Assists the department by updating the General Ledger, preparing monthly journal vouchers and record journal vouchers into the general ledger and maintaining necessary support documents. Adjusting budget following budget revision, balancing Capital Fund programs with General Ledger reports. Overseeing bank account and recording deposits made to the bank accounts, checking accounts to ensure accuracy of coding, and performing any task requested by director or assistant director.	
2	S	Manages utility bills by sorting bills according to area, project, and unit, inputting bills into Utility Manager program, coding all bills for payments, verifying vacancy of units or that a tenant has signed for service, notifying maintenance of any issues, and communicating with gas companies if any discrepancies or questions arise regarding usage or tenant.	
3	S	Oversees bank reconciliations by balancing each bank account with the General Ledger, rectifying discrepancies, verifying interest and deposits in the General Ledger, answering phones, documenting annual KPERS employee contributions, creating a report of employee contributions, balancing payroll deduction accounts at year end, and assist employees with inquiries regarding payroll, FMLA, COBRA, tenant accounts, or balancing TAR.	



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Bachelor's degree in accounting or finance or a related field. CPA preferred, not required.
Experience	Five plus years of relevant accounting experience.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of views to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgement, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgement and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Position has organization-wide fiscal responsibility. Assures that appropriate linkages exist between organization-wide budget, funding limitations and services levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares financial statements and budget reports.
Reading	Intermediate – Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate – Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions, and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate – Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Knowledge & Skills	Thorough knowledge of appropriate Agency policies, procedures, and practices pertaining position requirements.
	In depth understanding of general accounting principles, practices, and techniques.
	Experience with general ledger functions.
	Familiarity with financial accounting statements.
	Excellent organizational skills and attention to detail.
	Possess solid analytical and problem-solving skills.
Certification & Other Requirements	Must possess a valid driver's license and maintain a good driving record. Must pass employment drug and criminal background screenings . Must work with the highest degree of confidentiality.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Constantly 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	observing work duties, communicating with co-workers
Sitting	F	desk work
Walking	O	to other departments/offices/office equipment
Lifting	O	supplies
Carrying	O	supplies
Pushing/Pulling	O	file drawers, equipment
Reaching	O	for supplies, for files
Handling	F	paperwork, monies
Fine Dexterity	F	computer keyboard, calculator
Kneeling	O	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	retrieving items from lower shelves/ground
Crawling	N	
Bending	R	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	N	
Climbing	N	step stool
Balancing	N	
Vision	C	reading, computer screen
Hearing	C	communicating via telephone/radio, to co-workers/public, listening to equipment
Talking	F	communicating via telephone/radio, to co-workers/public
Foot Controls	N	
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer hardware and software, printer, scanner, fax machine, telephone, calculator, Microsoft Office Suite

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	M
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

KANSAS CITY, KANSAS HOUSING AUTHORITY



PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

SIGNATURE – REVIEW AND COMMENTS:

The Kansas City, Kansas Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Kansas City, Kansas Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions

READ AND ACKNOWLEDGED

EMPLOYEE NAME: (printed)			
EMPLOYEE SIGNATURE		DATE	
AUTHORIZED AGENCY REPRESENTATIVE SIGNATURE		DATE	