



## **JOB POSTING**

### **FINANCE DIRECTOR/ACCOUNTANT**

The Lawrenceburg Housing Authority (LHA) is currently looking for candidates to fill an open Finance Director/Accountant position.

#### **❖ Key Responsibilities**

- Manage all aspects of day-to-day bookkeeping and accounting processes including accounts payable, accounts receivable, payroll, journal entries, general ledger and drawdowns
- Compute, classify, and record numerical data to keep financial records complete
- Work with vendors to set up and maintain accounts accurately
- Generate monthly reports regarding revenues and expenses; and other financial reports as required
- Process and reconcile rent registers and tenant account receivables
- Audit rental payments and rental calculations
- Prepare and submit payroll tax deposits, quarterly tax returns, and year-end tax reporting
- Prepare financial reports as required
- Bank account reconciliations for multiple accounts
- Coordinate and assist with annual audit
- Prepare and assist in year-end financial statements
- Maintain and track investments and investment registers
- Order, analyze, and manage federal/government grant and subsidy accounts from HUD
- Assist with formation and implementation of fiscal policies and procedures ensuring compliance with accounting principles pertaining to the Housing Authority programs and procedures
- Assist with Public Housing program and requirements as needed

#### **❖ Minimum Requirements**

- Bachelor's or Associate's Degree in the fiscal field, or Accounting/Bookkeeping Certificates from an accredited program with a minimum of three years' experience
- Proficient in Microsoft Office, particularly Excel Spreadsheets
- Excellent recordkeeping, reconciliation, and organizational skills
- Considerable knowledge of operating policies, procedures, and applicable federal, state, and local laws, regulations and guidelines
- Ability to multi-task and be detail-oriented
- Accounting experience with governmental and/or non-profit entities will be highly preferred
- Will be required to pass physical and drug screen to be considered

#### **❖ To Apply:**

- Email a resume with references and salary requirements to [businesshr@lawrenceburgha.org](mailto:businesshr@lawrenceburgha.org)

Applications will be accepted until the position is filled.