

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

Applications will be accepted until the position is filled.

We do not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, our federally assisted programs and activities. If you are disabled and would like to request an accommodation or if you have difficulty understanding English, please request our assistance and we will ensure that you are provided with meaningful access based on your individual needs. Federal civil rights laws addressing fair housing prohibit discrimination against applicants or tenants based on one or more of the following classifications: race, color, national origin, sexual orientation, gender identification, disability, religion, and familial status.