



**1706 Toomer Street
PO Box 786
Opelika, Alabama, 36803-0786
(334) 745-4171**

JOB OPENING NOTICE

Date: November 19, 2024

1. Classification: Accountant
2. Salary Range: \$39,500 per year minimum
3. Responsibilities: See Attached or go to www.opelikaha.org for job description
4. Persons Interested: Submit resume with qualifications in writing to:

Human Resources
Opelika Housing Authority
1706 Toomer Street
Opelika, Alabama 36801-6544

Via Email: opelikaha@opelikaha.org

Application Accepted Until December 23, 2024

Please No Telephone Calls

The Housing Authority of the City of Opelika is an equal opportunity employer. The Housing Authority of the City of Opelika does not discriminate against any employee or applicant for employment because of race, color, sex national origin, religion, or handicap.



JOB DESCRIPTION

Position Title: Accountant

Department: Financial Services

Grade: 32

FLSA: Non-Exempt

POSITION SUMMARY: Under the direction of the Director of Finance & Administration/CFO, administers and coordinates all functions of the Authority to fulfill day-to-day accounting requirements. Serves as liaison between Opelika Housing Authority (OHA) and the cost centers.

ESSENTIAL FUNCTIONS: *(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)*

Perform accounting functions, review tenant accounting records and other fiscal records

1. Reconcile bank statements.
2. Track daily bank deposits to receipts.
3. Approve G/L account distribution in A/P process.
4. Assist with monthly closing.
5. Track monthly budget variances.
6. Provide support for the annual audit of authority records by providing information and data, as needed.
7. Assist in the budget process and input the budget into Yardi.
8. Collect Certificates of Insurance from selected vendors for workers comp audit.
9. Vendor maintenance in Yardi.
10. Transfer money between bank accounts for intercompany payments.
11. Account reconciliations.
12. Track hours for payroll.

OTHER ACCOUNTING SERVICES

Involved in Yardi A/P paperless system from purchase orders to final payment by A/P.

1. Yardi resource for multiple individuals.
2. Gives employees the ability to see their own time.
4. Help correct AP backlog when required.
5. Problem-solving AP issues.
6. Audit AP runs for accuracy.
7. Help in training for scanning invoices and accounts payable processes.
8. Assist with 1099 reporting.
9. Add or change accounts and rebuild account trees.
10. Pilot Tax return
11. Other duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Graduation from an accredited college or university with an Associate or Bachelor's degree in Business, Finance, or a related field; or two to five years of progressively responsible experience directly related to governmental (HUD) and/or public/private sector contract and accounting field; or any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities.
2. Must possess considerable knowledge of GAAP accounting theory, principles and practices, policies, and programs, including, but not limited to, Equal Opportunity.
3. Ability to work as a cooperative member of a cohesive team within the department and the OHA organization.
4. Self-starter with the ability to carry out complex assignments with minimum guidance/direction.
5. Strong verbal, written, analytical, negotiating, and interpersonal skills.
6. Ability to organize and prioritize workload requirements to meet required deadlines.
7. Knowledge of principles of communication
8. Knowledge of laws, rules, and regulations governing public office practices, equipment, supplies, and services.

9. Ability to generate records, receipts, and reports efficiently using a computer software system.
10. Must be willing to gain knowledge in hardware support and accounting systems.
11. Proficient in the use of a personal computer and Microsoft Office, including Windows 11, Word, and Excel.
12. Ability to physically operate personal computers, copiers, facsimile machines, telephones, and other common office machines and equipment.
13. Must possess a valid driver's license, possess and maintain a good driving record, and must be insured by the Housing Authority's vehicle insurance policy.
14. Personal management, including time management, integrity, and ethics.
15. Ability to understand and interpret housing authority and HUD regulations and procedures, and take appropriate action based on those regulations and procedures
16. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, architects, residents, HUD officials, and other local, state, and federal officials