



HOUSING AUTHORITY OF THE CITY OF TULSA

CAREER OPPORTUNITY

APPLICATIONS / RESUMES MUST BE POSTMARKED Until Filled

Accountant III \$3834/ Month

DEPARTMENT: Finance & Admin/Accounting

REPORTS TO: Assistant Controller

POSITION SUMMARY:

Perform advanced accounting functions and may provide assistance to Accountants I and II in the finance and accounting operations for the Tulsa Housing Authority (THA) and related entities. Review and approve work completed by subordinates to ensure functions are performed within established departmental policy and procedure. Provide leadership for the day-to-day operations of THA general accounting administrative functions that may be assigned. Assist management in the interpretation and application of Housing and Urban Development accounting regulations and the Generally Accepted Accounting Principles applicable to the THA and related entities. Manage the day-to-day activities of assigned Administrative Services staff including review and verification of vouchers, checks, check requests, procurement documentation, payroll, tenant write-offs, legal filings, collections of past due accounts, 1099's, miscellaneous cash requests, general ledger entries and reconciliations, and payments of utilities and utility allowances. Ensure that procedures and policies are in place and adhered to that ensure compliance with federal, state, and local laws and regulations. Provide initial and ongoing training of staff, as well as, assistance in problem solving and interpretation of regulations, policies and procedures. Assist in preparation and submission of online reporting functions such as REAC FDS submission, Section 8 VMS submission, PHAS and SEMAP submissions. Assist Real Estate Development Department by providing financial analysis, projections, and financial statements as needed. This includes oversight, monitoring, and reporting for tax credit compliance. Assist as required with the physical inventory which includes monitoring recording, and reporting monthly, quarterly, and annual physical counts to management and providing analysis of correcting or improving the management or processes of the centralized warehouse inventory and fixed assets.

Prepare or oversee accounting functions for Non-THA and THA Grant Programs including Ross Grants, CFP, Home Program, CDBG and any additional grants assigned. Prepare special reports and budget forecasts for Program Administrators as requested. Assist in the preparation of internal and external accounting and financial reports for THA and non-THA entities as required. Review and analyze various forms of technical information and provide management with written and oral analysis. Monitor the preparation of reports for all special grants consistent with the terms and conditions of the grant contract. Review and analyze various HUD Policies and Regulations that pertain to THA's HAP contracts. Prepare and submit HAP contract renewal forms per HUD guidelines. Prepare Rent Increases annually for HAP contracts as per HUD guidelines. Assist in maintaining the THA Accounting Manual to assure it is current. Assist in the development and implementation of Accounting Department planning activities. Utilize Excel and Word. Be proficient in software necessary to fulfill accounting duties. Perform other duties as assigned. Directly supervises two (2) employees in the Administrative Services Department in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM REQUIREMENTS:

Bachelor's degree (B. A.) from four-year college or university and four years of experience; or eight years related experience in budget and financial accounting; or a MBA or CPA certificate.

Criminal background checks and drug testing will be administered.

ORGANIZATION:

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

MISSION STATEMENT:

To be a leading public housing agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

DEPARTMENT BACKGROUND:

Responsible for all accounting and finance functions for THA and related non-profit entities. General ledger, Accounts Payable, Payroll, Purchasing, Fixed assets, and Management Information Systems are all accounting functions.

TO APPLY:

Apply online at www.tulsahousing.org.

Or submit a resume, cover letter and salary requirements via fax to 918-581-5721 or via e-mail at hr@tulsahousing.org or via mail to:

Tulsa Housing Authority
Attn: Human Resources
415 East Independence
Tulsa, OK 74106

Closing Date: Until Filled