Comptroller

The Altoona Housing Authority is looking to hire a Comptroller to oversee its Accounting Department. This position is a full-time position; hours of work are Monday thru Friday 8:00 a.m. to 4:00 p.m. (35 hours per week). The salary range for this position is $63,764 - $74,580 (depending on experience), with benefits (which includes health care/prescription, dental, vision, retirement and paid time off). Applicant should possess experience working in the accounting field and be highly organized and motivated. A complete job description is available upon request. Valid PA driver’s license required and insurable. Pre-employment drug screening and criminal background check required.

Letters of Interest & Resume, with three (3) work-related references, will be accepted until 3:00 p.m. on Wednesday, July 29, 2020 at:

Altoona Housing Authority
2700 Pleasant Valley Boulevard
Altoona, PA 16602

For more information, please call (814) 949-2000.

We are an Equal Opportunity Housing Provider. We do not discriminate on the basis of race, color, national origin, religion, sex, familial status or disability.

Publication Dates
Sunday, July 12, 2020
Sunday, July 19, 2020
JOB DESCRIPTION

JOB TITLE: Comptroller

DIV/DEPT: Administration

REQUIRED EDUCATION, TRAINING, AND EXPERIENCE

Proficient reading, writing, grammar, and mathematic skills; skills normally associated with a B.S. or B.A. degree in accounting or business administration; proficiency in interpreting, analyzing, and reporting financial information; knowledge of current regulations relating to the financial and accounting functions of the organization; thorough knowledge of the principles and practices of public finance and accounting; thorough knowledge of modern principles and practices of housing authority fiscal operations; ability to plan, organize, and direct the operations of an accounting and fiscal control office; ability to develop and maintain the professional and administrative relationships necessary in providing administrative fiscal control and guidance; ability to advise Executive Director on accounting operations and all fiscal procedures essential to Authority report generation and policy formation; proficient interpersonal relations and communicative skills; supervisory skills sufficient to manage a small group of employees; use of a computer workstation and relevant accounts payable, payroll, general ledger, word processing and spreadsheet software is mandatory; four (4) years of progressively responsible professional accounting experience including one (1) year of supervisory experience and a bachelor's degree including or supplemented by fifteen (15) college credits in accounting; or any equivalent combination of accounting experience and training.

GENERAL RESPONSIBILITIES

Responsible for establishing, implementing, and coordinating all financial and accounting procedures to insure proper controls in all areas of Authority operations which deal with revenues and assets; maintaining an accounting system which accurately reflects the financial position of the organization; maintaining and controlling the financial reporting function; preparing budgets and reports; training/supervising assigned personnel; monitoring PHA activities that anticipate the availability and expenditure of resources; providing for frequent periodic monitoring of actual revenue generation and expenditures; ensuring timely payment of invoices; maintaining acceptable operating reserves; investing idle funds to the greatest extent and return possible.

JOB DUTIES

1. Directs the establishment and maintenance of a classification system for new and established general ledger and subsidiary ledger accounts which meets the reporting requirements of all regulatory agencies and which provides adequate operating and financial data to responsibility centers.
2. Makes certain that all financial statements prepared are done so in accordance with general accounting principles as established by the Financial Accounting Standards Board.

3. Maintains and controls the financial reporting function as illustrated by the following:
   a. Prepares and/or directs the preparation of various internal reports and statements.
   b. Ensures adequate information for preparation of various external reports as required, e.g. supplemental schedules and reports; submits reports to HUD; monitors the proofing and distribution of finished reports.
   c. Prepares and/or oversees preparation and approves submission of income tax forms (e.g. 1099’s, W-2’s, etc.).
   d. Prepares and/or oversees preparation of payroll and accounts payable.

4. Prepares budgets for Executive Director, Administrative Officers and Project Managers regarding current financial positions.
   a. Provides information to the Executive Director, Administrative Officers and Project Managers regarding current financial positions.
   b. Compiles supplementary schedules to determine income and expenditures, as well as subsidy from HUD.
   c. Utilizes supplementary schedules and priority of budgetary items to assemble complete budgetary packages.

5. Prepares and/or directs the preparation of supplemental accounting back-ups, i.e., enters original information into cash receipts and disbursements journals, cost analysis ledgers, property ledgers, general ledgers and inventory ledgers.

6. Provides reports, data, and recommendations to the Executive Director and the Authority Board of Directors regarding financial matters.

7. Maintains communications with HUD, accounting personnel to ensure uninterrupted revenues and financial operations.

8. Monitors and maintains investment registers.

9. Assures independent HUD and OIG audit compliance, especially in relation to recommendations. A complete record of all contract activity must be maintained and not purged.

10. Performs other related duties as assigned by the Executive Director.
JOB REPORTING RELATIONSHIPS

Supervised by: Executive Director

Supervises: Accountant

APPROVALS

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Employee Signature

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Executive Director