

Nevada Affordable Housing Assistance Corporation

JOB DESCRIPTION

POSITION TITLE: Accounting Manager **CLASSIFICATION/STATUS:** Exempt / Salary

REPORTING RELATIONSHIP: CEO/COO

POSITION SUMMARY: Under general direction the CEO/COO, Controller, and/or Chief Financial Officer, performs administrative, budgetary, supervisory, organizational, and operational activities and analyses on matters related to compliance, and macro-oriented processes; recommends administrative actions to solve problems; and performs related duties as required.

RESPONSIBILITIES AND DUTIES:

1. Assist in ensuring programs are in compliance with U.S. Treasury Department and all other rules and regulations as required.
2. Supervise Accounting Clerk(s) as directed, including assist with training, assigning, scheduling, and coaching employee(s); communicating job expectations; assist with planning, monitoring, appraising, and reviewing job contributions; and enforce policies and procedures.
3. Assist in monthly financial close process and related working papers and/or financial statements as directed by the Controller and/or Chief Financial Officer.
4. Ensure all transactions are entered timely and accurately, and that all appropriate documentation is maintained and organized.
5. Monitor bank balances and accounts payable to ensure wires, ACH and checks never exceed amount of funds available.
6. Maintain appropriate segregation of duties in accordance with U.S. GAAP for proper internal controls.
7. Perform analyses and special projects as assigned and directed by the CEO/COO, the Controller, and/or the Chief Financial Officer.
8. Review revenue/expenditure requests of various departments and makes recommendations based on program objectives and requirements.
9. Assist in preparation of operating and administrative budgets, monitoring of budgets, and making period reports on revenues and expenditures.
10. Prepare reports, memoranda, and correspondence as directed.
11. Assist employees, vendors, clients, or customers by answering questions related to accounts, accounting reports, accounting produced documents (ie. 1099 & 1098 forms), accounting procedures, and services.
12. Other projects or efforts as assigned or directed.

The duties and responsibilities described above may provide only a partial description of this position. This is not an exhaustive list of all aspects of the job. Other duties and responsibilities not outlined in this document may be added as necessary or desirable, with or without notice.

In the performance of all job duties, the employee is expected to exercise significant discretion and independent judgment with respect to matters of significance within the organization. All job duties performed are expected to be office and non-manual work that directly relates to and improves the management and general business operations of the organization.

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QUALIFICATIONS AND REQUIREMENTS:

1. Bachelor's degree in related field or equivalent work experience or similar credentials.
 2. Experience in mortgage originations or loan servicing systems preferred.
 3. Project management experience preferred.
 4. Utilizes a high degree of qualitative and quantitative analytical skills in analyzing, evaluating, and improving the effectiveness of the operations.
 5. Attention to detail and results orientated.
 6. Ability to interact with credibility and impact at senior levels.
 7. Excellent communication skills; must be able to manage individuals and tasks effectively while also remaining a persuasive member of the team and interacting with upper management.
 8. Able to identify risks, opportunities and corrective actions associated with projects.
 9. Experience with change management processes.
 10. Well-developed ability to manage multiple tasks/projects and deadlines simultaneously.
 11. Strong organizational skills and detail orientation.
 12. Strong verbal and written communication skills.
 13. Ability to maintain strict confidentiality and discretion.
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PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

1. The individual is required to regularly sit at a computer and enter data for extended periods of time.
 2. The individual is required to listen and talk to individuals and before groups in the performance of the job.
 3. The individual is regularly called upon to deal with stressful situations and a high work volume.
 4. The individual is regularly required to stand, walk and drive for extended periods of time.
 5. The individual is occasionally required to bend, stretch and use hands to handle or feel objects, tools or controls and to reach with hands and arms.
 6. The individual is occasionally required to lift up to 25 lbs.
 7. Position requires some travel and scheduling flexibility.
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JOB DESCRIPTION ACKNOWLEDGMENT:

I have received a copy of my job description dated _____. The job description describes duties and responsibilities which apply to me. I agree to read the job description and understand it may be amended as company conditions or requirements necessitate. In that case, changes will be communicated to me.

Employee Signature

Date

Employee Name (printed)

Date

Supervisor Signature

Date

Please keep a copy for your records
