



Connecting people to homes, hope and opportunity. Jennifer Westerman, CEO

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| POSITION TITLE: | Senior Accountant |
| DEPARTMENT: | Finance |
| SUPERVISOR: | Finance Manager/Finance Director |
| SALARY: | Grade J, \$26.83 – \$32.04/Hour |
| HOURS: | 8:00 – 5:00 Monday – Friday, Flexible |
| LOCATION | Longview, WA, Hybrid Remote Possible |

POSITION OVERVIEW:

This position will provide services to the agency by performing a variety of accounting and financial duties related to the business and financial operations of the agency. Together and with the support of the finance team, this position helps the agency maintain the integrity and reconciliation of financial records for the \$23 million operating budget as well as the budgets of additional related entities.

JOB DUTY OUTLINE:

1. General:
 - a. Performs a variety of responsible accounting duties in accordance with generally accepted accounting principles including preparing and processing a variety of financial, statistical, and accounting documents, records, and materials; maintaining financial records related to assigned accounts in accordance with HUD regulations; and calculating, creating, and inputting data for accounting entries.
 - b. Prepare and maintain financial spreadsheets, schedules, and records; perform calculations, analysis, and reconciliations of general ledger accounts.
 - c. Prepare and assist with year-end accounting and reports.
 - d. Perform filing and records management according to established procedures and perform clerical tasks as needed.
 - e. Maintain internal controls and segregation of duties, obtaining proper reviews and approvals.
 - f. Maintain standard operating procedures and train colleagues in order to maintain business continuity during absences.
 - g. Assist colleagues with other tasks and special projects as needed and provide coverage in their absence.
2. Development and Construction:
 - a. Work with development director to monitor and report on construction projects.
 - b. Maintain knowledge of related grants and contracts.
 - c. Organize and maintain documentation, including tracking receipts and disbursements.
 - d. Monitor contractor adherence to regulatory requirements such as wage certifications and lien waivers.
 - e. Prepare and submit funding requests.
3. Grants and Inter-company Receivables:



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- a. Work with grantors and service providers to ensure accuracy and completeness of grant receipts and expenditures in accordance with funding source requirements.
 - b. Organize and maintain documentation, including tracking receipts and disbursements.
 - c. Prepare and submit funding requests.
 - d. Maintain accurate and timely billing of expenditures between entities.
4. Payroll:
- a. Lead semi-monthly payroll processing, ensuring accuracy and timeliness.
 - b. Work with human resources to maintain accuracy and completeness of wages, taxes and deductions.
 - c. Work with budgeting team to maintain accurate payroll allocations and compliance with various funding sources.
 - d. Lead the administration of the payroll software and relationship with payroll provider.
5. Other:
- a. Assist supervisor with special projects, financial statements, special data requests and special reports as requested.
 - b. Make recommendations to improve operating processes and procedures.
 - c. Participate in the development and implementation of individual goals, work plans, performance measures, and contribute to the continuous improvement of service delivery to ensure attainment of the core agency strategies and mission through a spirit of service, teamwork, and respect.
 - d. Other duties as assigned.

SKILLS AND ABILITIES:

1. Knowledge of governmental accounting standards and generally accepted accounting principles.
2. Must have strong computer skills.
3. Strong knowledge of Microsoft Excel.
4. Strong attention to detail and organized.
5. Good communications skills, both written and oral.
6. Knowledge of basic accepted office procedures.
7. Ability to perform a volume of numerical detailed work with speed and accuracy, using diverse types of invoices, forms, and records.
8. Ability to follow and understand oral and written instructions.
9. Ability to establish and maintain effective working relationships with co-workers, vendors, and landlords.
10. Ability to apply basic accounting principles to detailed procedures and problem-solving.
11. Ability to organize and establish priorities for accounting projects with minimal supervision.
12. Ability to prepare financial and other records in a neat, legible manner.
13. Ability to follow all accounting procedures that ensure internal controls.
14. Preference for experience with Paylocity.

QUALIFICATIONS (Education/Experience):

1. Education: Minimum of a Bachelor's degree in Accounting or related field. Relevant experience may substitute required education.
2. Experience: Two years' accounting experience.
3. Preference for Washington payroll experience.



4. Must pass a background check.
5. Must be eligible to work in the United States.

BENEFITS DESCRIPTION:

HOSWWA offers employees and their eligible family members the option to enroll in medical, dental, vision, and/or supplemental life insurance. Employees are also covered by Basic Life and Accidental Death and Dismemberment and Long-Term Disability insurance.

All HOSWWA employees are members of the Public Employees Retirement System (PERS) administered by the Washington State Department of Retirement Systems (DRS). Employees may also contribute funds to Deferred Compensation Program (DCP), a 457(b) supplemental retirement savings plan run by the DRS.

Employees receive 14 paid holidays per year, paid sick leave accrual at a rate of 8 hours per month, and, following 90 days' orientation, paid annual leave starting at 40 hours per year.

Other benefits include an Employee Assistance Program (EAP) and access to student loan forgiveness through Public Service Loan Forgiveness (PSLF).

WORKING ENVIRONMENT:

Office Environment with extended hours of working on a computer.

PHYSICAL: Sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and/or calculator; lifting and carrying light objects up to 25 pounds; bending at the waist to retrieve materials.

EQUAL OPPORTUNITY EMPLOYER:

All qualified applicants are welcome without regard to gender, gender identity or gender expression, sexual orientation, race, ethnicity, or cultural identity, national origin, religion, age, veteran status, genetics, or disability. We encourage minorities, LGBTQ, veterans, and individuals with disabilities to apply.

ORGANIZATION CHARACTERISTICS:

Housing Opportunities of SW Washington is a public organization created under the Housing Authorities Law of the State of Washington. Created in 1976, the Authority's jurisdiction of responsibility includes: Cowlitz, Lewis, Pacific, and Wahkiakum Counties. HOSWWA administers various federal housing programs, locally owned properties, and Section 8 Housing Assistance Payments Programs. It also owns and manages federally funded USDA Rural Rental Multi-Family Housing, and operates several programs designed to expand affordable housing opportunities.

