



## Job Announcement

Eligibility: Housing Authority of the City of Pueblo Employees and Qualified Public

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November 19, 2014

The Housing Authority of the City of Pueblo has an opening for the position of:  
Accountant II.

This is a full-time non-exempt (hourly) position with a starting rate of \$30.00 per hour.

Please review the attached job description and qualifications carefully before completing an application.

Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave between 8:00 a.m. and 4:30 p.m. or on our website at [www.hapueblo.org](http://www.hapueblo.org)

Job posting will remain open for a minimum of 7 days or until filled.

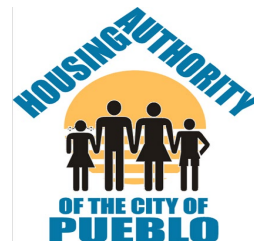
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**Last Updated: 9/2022**

**Title: Accountant II**

**Reports to: Director of Finance**

**Status: Full-time/Non-exempt**



**General Purpose**

Assists the Director of Finance with the maintenance of the books and records of the Housing Authority of the City of Pueblo (HACP) in accordance with recognized accounting and auditing principles as prescribed by Generally Accepted Accounting Principles and legal requirements set forth in Federal, State and local regulations as well as contracts with vendors. Participates in continued compliance with requirements of the Department of Housing and Urban Development (HUD). May perform other duties as requested by supervisor.

**Essential Duties and Responsibilities**

- Performs a wide range of accounting work of above average difficulty involving the planning, implementation, coordination and organizing of fiscal operations
- Responsible for the preparation of various reports, budgets, records, and statistical information which may include Public Housing, Housing Choice Voucher and other HACP programs
- Assists with preparing and submitting unaudited and audited financials to the U.S. Department of Housing and Urban Development's (HUD) Real Estate Assessment Center (REAC) and other electronic reports as needed
- May coordinate the preparation and submission of routine reports, budgets, records, typical monthly accounting activity and statistical information
- Monitors and processes any necessary documentation and electronic reporting to HUD for the Public Housing, Housing Choice Voucher and other HACP programs
- Takes an active role in the preparation of operating budgets for all HUD programs, managed properties, tax credit programs and USDA programs
- Responsible for efficient utilization of the custom computer system to generate reports as appropriate, processing of various fiscal periods, completing general ledger cycles and a variety of reports for other programs
- Assists in the preparation for and timely completion of a variety of audits that are associated with the HACP
- Researches and prepares special reports, analysis or correspondence on miscellaneous matters as requested by the supervisor
- Monitors and coordinates the monthly source documents for journal entries, posting activities, vendor payments and computer-generated reports for adherence to HACP policies and procedures
- Responsible for the tracking and reporting for the HUD Capital Fund Program, VMS and FDS reports

- Involved in maintaining retrievable filing system of HACP records and archives
- May be required to report on financials at monthly Board meetings

### **Education, Training and Experience**

- Four-year degree in Accounting or related field
- Minimum of four years accounting experience (government related experience preferred)
- Experience in Microsoft Excel, Word, internet access and proficiency with 10-key calculator

### **Knowledge and Qualifications**

- Thorough knowledge of computer-based accounting system
- Strong financial and analytical skills
- Knowledge of Generally Accepted Accounting Principles.
- Thorough knowledge of data processing principles and practices and computer-based accounting systems
- Familiarity with local, state, federal laws, regulations, and guidelines; modern principles and techniques of accounting, budgeting, cash management and financial reporting procedures
- Familiarity with HUD regulations
- Valid Colorado driver's license and eligibility for coverage under HACP fleet auto insurance

### **Materials and Equipment Used**

Standard office materials and equipment

### **Supervisory Responsibilities**

Employee does not have any supervisory responsibilities

### **Working Environment and Physical Responsibilities**

Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching or lifting to obtain files and records and eye strain from working with computers and other office equipment.

*The above statements are intended to describe the general nature and level work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel within this classification.*

