

## **Accountant/Purchasing & Compliance Agent**

### **Affordable Housing/Non-Exempt**



This position is responsible for assisting the directors of Finance and Affordable Housing, and ensuring that all procurement procedures comply with federal and state guidelines. This position performs a variety of administrative, finance-related and customer service tasks that require a broad understanding of accounting principles, methods, Low Income Housing Tax Credit compliance and development budgets. The work requires handling day-to-day accounting activities for HCHA properties and coordinating procurement procedures in a timely manner.

#### **PRIMARY RESPONSIBILITIES**

- Prepare and process general operating checks as needed.
- Review, supervise and manage day to day financial operations of HCHA's current properties in its portfolio; review Tax Credit Financial Statements on a monthly basis for all Tax Credit properties.
- Ensure program compliance with HCHA, HUD, and TDHCA policies, regulations, and standards.
- Review regulatory agreements for different affordable housing programs including LIHTC, HOME, HUD, City, County, or private loan documents.
- Record grants revenue in accordance with relevant federal regulations; review draw requests and grant agreements for Affordable Housing Projects.
- Assist the Finance Director in preparing reports and analysis for outside auditors, government entities, and tax credit requirements.
- Assist Finance Department with financial monitoring.
- Compare check register against approved check requests to ensure accuracy.
- Coordinate and monitor buying and procurement activities; confer with agency staff to determine procurement needs, specifications, and areas of standardization.
- Process purchase requisitions, submits for approval, and processes purchase orders.
- Assist agency staff to develop solicitations for bids (RFPs, RFQs, IFBs, etc.); maintain procurement and award documentation / files.
- Enter and/or approve journal entries.
- Assist the Finance Director with the reconciliation of balance sheet accounts and sub-ledgers at the end of the month.
- Prepare monthly financial accounting reports for the Affordable Housing program.
- Perform related duties.

#### **QUALIFICATIONS AND REQUIREMENTS**

- Bachelors of Science in accounting or equivalent from an accredited university
- One to two years of experience in a position with similar duties preferred
- Commitment to help HCHA be the most efficient and compassionate service agency possible
- Knowledge of HUD Procurement and Contracting policies and procedures, and principles of budget preparation and control preferred.
- Knowledge of tax credit reporting requirements is a plus.

#### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

- The employee's job is largely sedentary requiring up to eight hours in a seated position.
- The employee will experience some repetitive motion of the hand/wrist when using a computer.
- The employee must have a normal range of vision, hearing, and speech to complete paperwork, review documentation, and communicate with authority personnel and contacts on the telephone or in person on a regular basis.
- Work involves the normal risks or discomforts associated with an office environment.

Harris County Housing Authority is an Equal Opportunity Employer. If you are a person with a disability requiring assistance applying for this position, please contact [hr@hchatexas.org](mailto:hr@hchatexas.org).