

**JOB OPPORTUNITY
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

JOB TITLE: ACCOUNTANT I	
MINIMUM SALARY: \$ 40,000/annually	
DEPARTMENT: Finance	SECTION: Financial Reporting
HOURS OF WORK: 8:00 a.m. to 4:40 p.m. Monday – Friday	EMPLOYEE UNIT: Exempt
POSTING DATE: July 14, 2010	APPLICATION DEADLINE: Until Position is filled.

SUBMIT APPLICATION TO: Department of Human Resources
Cincinnati Metropolitan Housing Authority
16 West Central Parkway
Cincinnati, Ohio 45202

SUMMARY: The incumbent works under the general direction of one of the section heads (e.g. Manager of Financial Reporting, Internal Controls/Budget Manager). Prepares and analyzes financial reporting information in order to recommend solutions and implement procedural changes to improve quality and efficiency of financial reporting.

ESSENTIAL FUNCTIONS: includes, but is not limited to:

- Assist with the execution of Accounts Payable;
- Assist with monthly close including general ledger maintenance and account analysis;
- Perform monthly account analysis of the balance sheet accounts;
- Complete monthly bank reconciliations for assigned accounts;
- Prepare the monthly financials and year-end-reports;
- Assist with the preparation of the year-end-financial reporting to both HUD and the Board of Commissioners;
- Complete daily utilization reporting and monthly reconciliations for reporting to HUD
- Work with the Section 8 Housing Management and FSS staff to resolve issues related to individual accounts;
- Assist with the Accounting functions for the Authority's other programs;
- Assist with year-end audit;
- Assist with the preparation of budgets;
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Finance or Accounting with a minimum of eighteen months work experience in general accounting; or an MBA or CPA status with a minimum of six months directly-related work experience.
- Demonstrated strong analytical skills and writing abilities.
- Working knowledge of personal computers, with demonstrated ability to use advanced computer applications such as Excel, Word and Access.

OTHER: The candidate must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The candidate may have no more than 4 accumulated points in 3 consecutive years. As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check, and motor vehicle check.

Equal Opportunity Employer/Equal Housing Opportunities