

**JOB OPPORTUNITY  
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

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

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

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**SUMMARY:** The position is responsible for analysis of a variety of financial reporting information in order to recommend solutions and implement procedural changes to improve quality and efficiency of financial reporting. The incumbent works under the general direction of the Finance Manager.

**ESSENTIAL FUNCTIONS:** include, but are not necessarily limited to:

- Bank reconciliations;
- Monthly financial statement preparation;
- HUD-required financial reports preparation;
- Analysis and reconciliation of financial accounts;
- Accounts Payable review;
- 1099 processing;
- Year-end audit preparation; and
- Perform additional duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelors Degree in Finance or Accounting;
- At least 3-5 years of applicable work experience;
- Strong analytical skills and writing ability; and
- Working knowledge of personal computers with experience in spreadsheet and word processing software applications.

**Testing will be done as part of the interview process.**

**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.

**Note:** As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check, and motor vehicle check.