

Employment Opportunity Posting

PAHMA Associate: PA Housing Finance Agency (PHFA)

Position: Accounting Coordinator I

Date Available: currently

Location: Harrisburg, PA

Job Description: The Pennsylvania Housing Finance Agency (PHFA) is growing! We have a Full-Time position available for an Accounting Coordinator I in our Headquarters Office in Harrisburg PA. **PHFA has a Hybrid work environment which consists of a few days in the office and at home during this pandemic.**

Job Purpose

The purpose of the Accounting Coordinator is to support the administrative functions within the Accounting Division. This position will help to maintain segregations of duties relating to internal controls associated with accounting processes (e.g., receipts, disbursements, journal entries, etc.), and will cross-train for varying tasks and functions within the Accounting Division.

Duties:

1. Answer and appropriately traffic division-specific phone and email inquiries.
2. Open and distribute all Division mail, including deposits and similar receipts.
3. Perform and process necessary electronic scanning for the Division, including, but not limited to, journal entries, escrow payments, ACH's, federal forms W-9, etc.
4. Perform the necessary continuation for stale-dated PHFA checks (disbursements).
5. Prepare travel expense packets for processing, including photocopying of receipts and cursory review for required supporting documentation.
6. Respond to and send out any information requested or needed pertaining to PHFA employee travel or additional information needed to process expense reports in the PHFA Travel folder.
7. Prepare and mail multifamily billing statements.
8. File federal forms W-9 received.
9. Process bank deposits.
10. Key journal entries.
11. Support annual financial statement audit efforts.
12. Prepare quarterly HEMAP billing.
13. Process Recorder of Deeds check requests.
14. Cross-train for various duties performed by other Accounting Division staff, including, but not limited to:
 - A. Mortgage purchases

- B. Check register and void check review
 - C. Assist with Accounts Payable
 - D. Subsidy Payments, including Housing Assistance Program, Contract Administration, and HUD 811 Program
15. Serve as a backup to the Executive Secretary's phone when necessary.
16. Other similar duties as assigned by Division Director and managers within the Division, as necessary.

Qualifications:

Education: A minimum of an Associate's Degree with relevant experience will be considered; a Bachelor's Degree or greater in accounting, business or a related field is preferred.

Experience: A minimum of two years in an administrative/support capacity with relevant experience will be considered, accounting or related business experience is preferred.

Knowledge/ Skills:

Excellent verbal and written communication skills, including the ability to effectively communicate with internal and external parties;

Computer proficiency in MS Office (Word, Excel and Outlook);

Ability to work under pressure and meet deadlines; and

Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.

Licenses/ Certifications: N/A

Salary:

Salary commensurate with work experience.

Benefits:

Pension, health insurance, paid vacation and sick time.

Apply:

Email – Submit resume to HRDepartment@phfa.org