

Title: Senior Accountant

Job Type: Non-Exempt Exempt

Division: HEMAP (Homeowner's Emergency Mortgage Assistance Program)

Job Grade: 7

Reports to: Manager of Accounting

Job Purpose

The Senior Accountant is responsible for the full Accounting functions of the Program, monitoring the financial operations and assisting with preparation of the Program budget.

Essential Functions

1. Supervise Accounting staff in coordination of all Accounting functions, resolve personnel matters, prepare performance appraisals, and interview for applicable job openings.
2. Approve payments made from the HEMAP fund for new loans, monthly disbursement on existing loans, accounts payable and counseling agency payments.
3. Prepare weekly cash flow analysis for investment purchases, annual cash flow analysis for appropriation requests, draw schedules and budget preparations.
4. Process monthly closings through journal entries, trial balances, month-end reports and general ledger transaction analysis.
5. Process quarterly closings of journal entries, accruals, adjustments and statements.
6. Work with outside auditors to handle HEMAP audit, prepare schedules and reports, meet with auditors to discuss and plan their review and assist throughout the process.
7. Work with the Office of the Attorney General to process direct payments to HEMAP via OAG website, answer questions from the OAG collectors on accounts they are managing and make account corrections via OAG website for balances that differ.
8. Handle the Credit Bureau reporting by uploading monthly credit files, responding to consumer disputes via E-Oscar and addressing homeowner credit reporting concerns.
9. Reconcile subsidiary accounts to general ledger.
10. Review all bankruptcy Proof of Claim forms and Final Cures prepared by staff for accuracy.
11. Calculate loan payoff figures.

12. Prepare monthly activity report.

13. Provides backup other duties assigned by Manger of Accounting.

Job Requirements

Education: Bachelor's degree from an accredited college or university with emphasis in Accounting or Finance.

Experience: Five years' experience in a supervisory capacity with experience in banking, finance or accounting.

Knowledge/ Skills: Demonstrate administrative abilities that lead to coordination of staff functions, problem solving and negotiation.

- Excellent verbal and written communication skills, including ability to effectively communicate with internal staff and external customers.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Excellent computer proficiency (MS Office – Word, Excel and Outlook).
 - Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
 - Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
 - Maintaining a daily physical presence at the office is required to collaborate with team members.

License/ Certifications:

- CPA or equivalent experience a plus.