

**POSITION TITLE:** Accountant I

**DEPARTMENT:** Purchasing

**STATUS:** Non-Exempt

**SALARY:** \$27.0193/hour (AFSCME Union Level 8)

**ABOUT THE WHA:**

At the Worcester Housing Authority (WHA), our mission is to enhance the Worcester community by creating and sustaining decent, safe, and affordable housing that champions stability and self-sufficiency for our residents. As the second largest housing authority in New England, widely recognized for our innovative and progressive programs, we're not just providing housing – we're building futures. We're looking for candidates who are mission-focused, goal-driven, and passionate.

The WHA is committed to developing and supporting a diverse, equitable, and inclusive community both inside and outside of the workplace. Representation is important; our clients come from all walks of life and, not unintentionally, so do our staff. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our agency stronger.

**ABOUT THE POSITION:**

Reporting to the Vice President of Accounting, the Accountant I provides support to the Accounting and/or Purchasing Departments and the agency by reviewing and analyzing financial data, performing cash and account reconciliations, maintaining general ledgers, generating purchase orders, preparing journal entries, and entering data, as well as related tasks, as required.

This is a full-time, fully benefited, onsite (not remote) position, with normal business hours of Monday through Friday, 8:00 a.m. – 4:30 p.m. This position is part of the AFSCME union. Wages are non-negotiable and set by the union collective bargaining agreement.

**ESSENTIAL FUNCTIONS:**

1. Posts cash receipts and disbursements to corresponding journals and ledgers.
2. Maintains cash receipt/cash disbursement spreadsheets.
3. Prepares and posts monthly closing journal entries and adjustments for assigned programs.
4. Maintains spreadsheets for tracking various accounting functions, including tenant accounts receivable, utilities, solar credits, issue invoices and revenue records for miscellaneous accounts receivable.
5. Performs account analysis and reconciliations of GL to spreadsheets or subsidiary ledger on monthly basis.
6. Receives, organizes, and maintains correspondence, contract documents, purchase orders, and files.
7. Provides information on purchasing procedures, purchase order status, invoice status and reconciliations to WHA staff and vendors.
8. Processes invoices & receivers for payment and reconciles invoice discrepancies.
9. Reconciles bank statements for assigned programs, projects and related inter-fund balances.
10. Interfaces and coordinates with auditors, fee accountants, and state agencies, as needed.

11. Completes reports and analysis for the department and agency, as needed.
12. Updates Modernization Department spending activity on various spreadsheets.
13. Processes checks and produces reports, including check register, account distribution, and batch control reports for state and federal modernization.
14. Processes escrow balance accounts for all clients in WHA self-sufficiency programs.
15. May assist with payroll and/or other employee pay-related tasks or reporting as needed.

**OTHER RESPONSIBILITIES:**

1. Performs similar job-related duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS DESIRED:**

1. A college degree in a related field is required.
2. Minimum of two years of industry experience, including experience preparing journal entries and accruals, bank and account reconciliation, and account analysis.
3. Ability to demonstrate a thorough knowledge of basic accounting principles, including passing a written test required as part of the interview process.
4. Ability to understand a complex charts of accounts.
5. Proficiency in Microsoft 365 software, including Excel, Word, Teams, and Outlook; data entry and retrieval; as well as experience using customized software programs.
6. Strong written and verbal and interpersonal communication skills.
7. Exceptional attention to detail; ability to recognize and resolve errors and omissions.
8. Ability to multi-task effectively, manage time, set priorities, and meet deadlines.
9. Ability to be relied upon to be available for work.

**PHYSICAL REQUIREMENTS:**

1. Ability to spend prolonged periods sitting at a desk and working on a computer.
2. Ability to spend occasional periods standing and walking, including climbing stairs, as well as balancing, stopping, kneeling, crouching, and/or crawling.
3. Ability to occasionally lift, push, or pull up to 20 pounds.
4. Ability to bend, handle materials, tools, or equipment, and reach with hands and/or arms.
5. Work may be performed with or without reasonable accommodation to a known disability.