



**MONTGOMERY COUNTY HOUSING AUTHORITY  
VACANCY ANNOUNCEMENT**

## Senior Staff Accountant & Procurement Lead

**SUMMARY:**

This employee performs a wide variety of professional accounting and procurement work which is performed within general policies and procedures and is subject to review by executive staff. This employee helps to ensure compliance with HUD financial management guidelines and regulations as well as any vendor/partnership agreements. If necessary, this employee could supervise clerical or fiscal support staff. This position is classified as Exempt and salary is based on experience. Benefits include, but are not limited to, 15 days' vacation, 403B and medical, dental and insurance coverage with generous employer share. **Application reviews ongoing.**

<b>ACCOUNTING &amp; FINANCE</b>	
1.	Conduct monthly close reconciliations and review by targeted dates. Income Statement, Balance Sheet, Bank Reconciliations, PHAS Review and others as needed.
2.	Prepares monthly journal entries for Prepaid Accounts, Management Fees, and PILOT Schedules. Adjust and agree to applicable documentation of Account Balances.
2.	Create the monthly Budget vs. Actual Report and distribute variances to Department. Managers.
3.	Prepares monthly or ad hoc draft board reports; Handles bank entries and transfers (real-time)
4.	Reviews weekly the accounts payable check runs.
5.	Prepares accounting reports and budgetary projections for MCHA personnel and prepares bi-weekly payroll review/submission; journal entry and submission of payroll deductions to financial institutions.
6.	Records costs of newly-acquired fixed assets (both tangible and intangible), track existing fixed assets, record depreciation, and account for the disposition of fixed assets.
7.	Prepares reports of internal audits and submits recommendations for the improvement of accounting operations.
8.	Process quarterly tax submission on behalf of the MCHA.
9.	Assist in the development and preparation of the of the Annual Budget.
10.	Assist with annual FYE and Audit and supporting schedules.
11.	Assist with the submission of financial reports to regulatory agencies and investors including HUD, other federal, state and local agencies as required for each program or property as needed.
12.	Provide technical advice and support to ensure the efficient operations of the accounting department and assist to improve MCHA financial systems and processes as needed.
13.	May be required to travel to various MCHA sites and/or professional development opportunities in various locations regionally or nationally at different points throughout employment.
14.	Participate in Staff meetings, training sessions and leads projects as assigned.
<b>PROCUREMENT</b>	
15.	Analyzes procurement requests and researches sourcing strategies to determine best method of contracting for items or services.
16.	Interprets and applies procurement policy to proposed contract documents to determine appropriateness and makes amendments as needed for processing.
17.	Participates in the negotiation process for new contracts resulting from requests for quotes or requests for proposals.
18.	Enforces vendor compliance with negotiated terms, conditions, relevant laws, and policies by writing cure letters, recommending stopping payment, or other corrective actions.
19.	Works with legal counsel and other Staff to resolve vendor performance and contract related problems.
20.	Reviews procurement documents and actions for adherence to rules, policies, and procedures.

**REQUIRED MINIMUM QUALIFICATIONS:**



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Four-year degree plus a minimum of (4) four years' progressively responsible experience in accounting or finance.

**KNOWLEDGE & SKILLS, ABILITIES:**

- Solid knowledge of Generally Accepted Accounting Principles
- Solid knowledge of HUD Guidelines
- Expert knowledge of AR/AP
- Expert auditing skills
- Ability to develop new processes to improve operations and mitigate risks
- Project management skills
- Ability to work with a sense of urgency in a detail oriented environment
- Expert knowledge of financial statement preparation
- Solid Interpersonal skills for financial information presentation
- Solid computer skills

**HOW TO APPLY**

To be considered for the Senior Staff Accountant & Procurement Lead position, email a Resume and Cover Letter to [marcia.robinson@montcoha.org](mailto:marcia.robinson@montcoha.org).