###

###  HOMEFRONT

 PARTNERS FOR A BETTER BILLINGS

|  |  |
| --- | --- |
| **Department** | **Job Description** |
| **Position**: Accountant | **FLSA Status**: Non-Exempt |
| **Reports To (Title):** CFO or Controller  | **Position Status:** Full-time**(***Full-time, Part-time, Temporary)* |
| **Prepared By:** CFO | **Schedule:** 8-5 (Monday – Friday) |

|  |  |
| --- | --- |
| **Rate:** $42,000.00 – $57,400.00  | **Revision Date:** February 9, 2023 |

Under supervision of the CFO/Controller, the Accountant position assists with financial functions, analysis, accounting, bookkeeping functions, basic finance department tasks, and provides accounting support for other staff members as assigned by the CFO/Controller.

***Essential Duties and Responsibilities and Expectations:***

1. Accounts Payable
2. Accounts Receivable
3. Organizational Excellence/Administration
4. Bank Reconciliations
5. Collections
6. Payroll
7. Reconciliations

***Accounts Payable Duties:***

15% of time

* Verify documentation and approvals.
* Accurate entry of invoices.
* Process checks and ACH payments.
* Input new vendors, reconcile vendor statements, and update vendor information.
* Process year end 1099s
* Reconcile AP to GL

***Accounts Receivable Duties:***

25% of time

* Enter payments into Tenant Accounts Receivable system to record charges and process refunds.
* Set-up direct debit for tenant payments.
* Prepare tenant re-payment agreements.
* Bring in re-occurring rent charges and process tenant move-outs.
* Process security deposits and application fees.
* Close Tenant Account Receivable month.
* Reconcile AR and subledgers to GL

***Bank Statement Duties:***

10% of time

* Reconcile bank statements
* Balance bank statement to GL

***Collections Duties:***

15% of time

* Communication to collect debt
* Record using concise, accurate reports and spreadsheets.
* Process collections of outstanding payments

***Payroll Duties:***

15% of time

* Process payroll
* PERS reporting
* Payroll tax payments
* Quarterly & Annual PR reporting

***Reconciliation Duties:***

20% of time

* Responsible for coordinating with Maintenance Supervisor and Asset Managers regarding move-outs, work orders, and any other items relating to tenant charges.
* Reconcile Balance Sheet GLs

.

***Other duties as assigned***

***Minimum Qualifications (Experience/Education):***

* Valid Montana Driver’s License or ability to obtain within 60 days of starting employment with HomeFront.
* BS degree in Accounting / Business.
* Strong attention to detail, accuracy, and efficiency.
* Critical thinking and problem-solving skills
* Demonstrated proficiency of Microsoft Excel.
* Comprehensive understanding of accounting practices and procedures.
* Prefer two-years of accounting experience.
* Ability to comply with local, state, and federal financial regulations, as well as the regulations established by the Housing Authority of Billings.

## *Competencies or Knowledge, Skills and Abilities:*

* Relate to and effectively work with low-income, elderly, and/or disabled persons in a professional and respectful manner.
* Manage time and tasks efficiently with limited supervision.
* Work professionally with co-workers, residents, vendors, and the general public.
* Speak and understand English in spoken and written form.
* Develop letters, memoranda, reports, and schedules, using grammatically correct English.
* Work with adding machines, calculators, databases, and bank accounts.
* Strong attention to detail.
* Ability to multi-task effectively.
* Conflict resolution.
* Critical thinking and problem-solving skills.

## *Physical Demands & Working Conditions:*

|  |  |  |
| --- | --- | --- |
| Constant (67%-100%) | Frequent (34%-66%) | Occasional (1%-33%) |
| Manual dexterity (Right, Left, Both) SittingTalking Listening Close, distant, & peripheral vision Depth perception Ability to adjust focus Moderate noise |  | Lift up to 25 poundsStoop, kneel, crouch, or crawlWalkingStanding Reaching |

**HomeFront** is an Equal Opportunity Employer. **HomeFront** does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that HomeFront reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_