HOUSING AUTHORITY OF COVINGTON
POSITION DESCRIPTION

POSITION: Accountant II **DATE**: 11/19/2025

REPORTS TO: Director of Finance **FLSA:** Non-Exempt

POSITION SUMMARY:

Provides accounting and financial support to ensure adequate internal controls and efficiency of procedures and processes within the finance department to ensure the accuracy of financial reporting and accounting. Work closely with staff and management across the organization on various projects and initiatives to improve processes and procedures to further drive the success of the organization.

MAJOR DUTIES AND RESPONSIBILITIES:

General Accounting

- Lead month-end close and financial statement preparation processes.
- Assist with financial statement preparation including Board reporting.
- Support regulatory and tax compliance reporting for HAC properties.
- Bank account reconciliation.
- Preparation of monthly journal entries using supporting documentation for HAC properties.
- Other grant funding accounting, reconciliation and compliance.
- Assist in preparation of the annual budget and review of data for reasonableness and accuracy with respect to prior year, budget and trends for HAC properties.
- Prepare and document SOP's (Standard Operating Procedures) for HAC properties.
- Prepare documentation required for various audits for HAC properties.
- Work closely with financial audit partners for HAC properties.
- Work closely with both internal and external finance and non-finance individuals on various projects and initiatives.
- Perform other duties as assigned by management.

General Ledger

- Maintain general ledger chart of accounts to ensure integrity including property, HUD and FDS account assignments.
- Reconcile accounts receivables, accounts payable and inventory sub-ledgers to general ledger.
- Organize and maintain balance sheet account reconciliations.
- Organize and maintain income statement account analyses.
- Organize and maintain bank account reconciliations.
- Produce reporting to account for balance sheet receivable and inventory account impairments.
- Work closely with management staff to ensure timely reimbursement draws of grant funding.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient in Microsoft Office applications (Word, Excel, PowerPoint and Outlook).
- Experience with property management software a plus.
- Generally Accepted Accounting Principles (GAAP) knowledge.
- Excellent organizational, documentation and process improvement skills.
- Attention to detail with focus on accuracy and timeliness.
- Ability to work both independently and collaboratively within teams.

MINIMUM EDUCATION AND EXPERIENCE:

- Bachelor's degree in accounting or finance.
- 5 years general accounting experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to communicate information verbally, typed, and written. The employee is frequently required to remain in a stationary position and position themself or move about inside the office. The employee must occasionally move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of what an employee encounters while performing the essential characteristics of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually quiet.