

**JOB OPPORTUNITY
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

JOB TITLE: STAFF ACCOUNTANT	
MINIMUM SALARY: \$ Negotiable	
DEPARTMENT: Finance	SECTION: Financial Reporting
HOURS OF WORK: 8:00 a.m. to 4:40 p.m. Monday – Friday	EMPLOYEE UNIT: Exempt
POSTING DATE: February 5, 2010	APPLICATION DEADLINE: Until Position is filled.

SUBMIT APPLICATION TO: Department of Human Resources
Cincinnati Metropolitan Housing Authority
16 West Central Parkway
Cincinnati, Ohio 45202

SUMMARY: The position is responsible for analysis of a variety of financial reporting information in order to recommend solutions and implement procedural changes to improve quality and efficiency of financial reporting. The incumbent works under the general direction of the Finance Manager.

ESSENTIAL FUNCTIONS: include, but are not necessarily limited to:

- Bank reconciliations;
- Monthly financial statement preparation;
- HUD-required financial reports preparation;
- Analysis and reconciliation of financial accounts;
- Accounts Payable review;
- 1099 processing;
- Year-end audit preparation; and
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelors Degree in Finance or Accounting;
- At least 3-5 years of applicable work experience;
- Strong analytical skills and writing ability; and
- Working knowledge of personal computers with experience in spreadsheet and word processing software applications.

Testing will be done as part of the interview process.

OTHER: The candidate must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The candidate may have no more than 4 accumulated points in 3 consecutive years.

Note: As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check, and motor vehicle check.

