

**JOB OPPORTUNITY
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

JOB TITLE: ACCOUNTANT II	
MINIMUM SALARY: \$NEGOTIABLE	
DEPARTMENT: Finance	SECTION: Financial Reporting
HOURS OF WORK: 8:00 AM - 4:40 PM	EMPLOYEE UNIT: Exempt
POSTING DATE: December 9, 2008	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: This position is in the level of the classification series for professional accounting personnel. At this level, the incumbent works with an increasing level of independence in handling both routine and non-routine assignments. Incumbents at this level may be assigned to any area within the department of Finance, and may serve as a group leader over other accounting personnel.

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

- Monitor, control and report on complex budgets, such as the Comprehensive Grant, Hope VI, or Tax Credits. Codes expenditures and maintains computer databases on all financial activities.
- Work closely with multiple departments in monitoring expenses, costs, revenues and develops reports for compliance.
- Draw down funding requests.
- Assist Managers in understanding, monitoring and reporting Grant/Funding activity.
- Transmits or assist in transmitting reports to required agencies.
- Recommend and prepare complex financial reports, and analyzes the information to prepare narrative management summaries for review by Supervisor.
- Review grants and other special initiatives and programs. Verifies financial plan, recommending changes/adjustments as necessary.
- Assist with annual audit for all programs, including Housing Choice Voucher, Grants, Tax Credits, Affordable Housing and Public Housing.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Finance or Accounting with a minimum of 3 to 5 years work experience in general accounting; or an MBA or CPA status is a plus.
- Demonstrated strong analytical skills and writing abilities.
- Working knowledge of personal computers, with demonstrated ability to use advanced computer applications such as Excel, Word and Access.
- Construction or housing industry experience is a plus.

OTHER: The incumbent 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 incumbent 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.

Equal Opportunity Employer/Equal Housing Opportunities