



**TENNESSEE HOUSING DEVELOPMENT AGENCY
POSITION OPENING
FINANCIAL ACCOUNTANT**

Tennessee Housing Development Agency (THDA) is a non-civil service state agency. Our mission is "Leading Tennessee Home by creating safe, sound, affordable housing opportunities." THDA offers an excellent benefit package, including medical/dental/life insurance, 401(k) and 457 plans, Tennessee Consolidated Retirement System, tuition reimbursement, flexible work schedules, Employee Assistance Program, annual leave and sick leave, and twelve paid holidays per year. For more information, please visit our website <http://www.thda.org>.

THDA's Nashville, TN office has an opening for a full-time Financial Accountant in our Fiscal Administration Division. This individual is responsible for performing advanced professional accounting relative to receipts, expenditures and other payments, encumbrances, fund transfers, revenues and grants. This position reports to the Accounting Manager.

Salary Grade: 28

Monthly Salary Range Minimum: \$3,081

FLSA Classification: Exempt (02)

Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Assists Accounting division management with the supervision of the Accounts Payable process, including, but not limited to, review of payment processing procedures and offering recommendations for improvement, review (and subsequent approval or denial) of Accounts Payable vouchers, supervision of vendor maintenance, and resolving accounts payable issues as they arise in a timely and efficient process.
- Reviews and approves federal drawdowns through the applicable federal government data systems.
- Records ACH/fedwire deposits into the State of Tennessee's ERP "(Edison)" system in compliance with established procedures and practices.
- Reviews the federal drawdown Accounts Receivable ledger, and researches and resolves aged items. Reconciles the Accounts Receivable ledger to THDA's General Ledger.
- Prepares statistical journal vouchers for federal administrative fee revenue, and enters such into Edison.
- Enters journals into THDA's accounting system and/or Edison based on appropriately supported and documented evidence.
- Reviews (with the subsequent approval or denial) of various journal entries that are processed through THDA's Accounting System or Edison, including Interunit (IU) and Multiunit (MU), and correcting journal entries entered by other accounting staff.

- Ensures that monetary receipts are appropriately entered into Edison in a timely manner, with the subsequent approval or denial of cashiering batches, and that such batches are subsequently completed.
- Reviews financial transactions of THDA's operations, including preparing periodic journal entries to record the results of such transactions, and performing subsequent reconciliations to ensure that such journal entries are appropriate.
- Assists the accounting team by performing the duties of other similar positions in the event of their absence.
- Assists the Controller with technology research and development projects associated with the accounting and proprietary line-of-business applications systems used by the Accounting division.
- Performs various other accounting and administrative duties as assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Bachelor's degree in accounting, or a Certified Public Accountant (CPA) in good standing.
- One year of experience in professional accounting work.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge and Abilities:

- Considerable knowledge of basic accounting theory and practice, and auditing and data processing.
- Knowledge of current business practices and principles.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Computer literate; proficient in Microsoft Office (including Word, Excel, Access Outlook), Microsoft Dynamics SL (or other similar accounting software), PeopleSoft ERP (or other ERP software), database management software, and the internet.
- Ability to transfer data between accounting/financial/data systems into other programs, such as Microsoft Access, Excel, Word, etc.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- The ability to work effectively and efficiently within a team environment.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

Application deadline is close of business on Friday, August 19, 2011. To apply, please submit your cover letter with the position title and your resume via one of the following:

E-mail (preferred): jobs@thda.org

Fax: 615-564-2700

Mail or in person:

404 James Robertson Parkway

Suite 1200

Nashville, TN 37243-0900