



The **Staff Accountant** is responsible for maintaining financial procedures and confirming financial compliance through preparation of a company's reports and statements. The primary purpose of this position is to provide support to the Authority in the areas of financial accounting, budgeting, and reporting.

Under the supervision of the Manager of the Finance Department, the incumbent is responsible for analyzing general ledger accounts, reconciling financial data, preparing journal entries, journaling, and reconciling fixed assets, preparing financial reports, preparing budget estimates, and coordinating the month-end closing process. All activities must support the Lake County Housing Authority's ("LCHA") mission, vision, and values.

Job Type: Full-time / Exempt / Salaried Position.

Essential Functions:

1. Executes Accounts Payable function for Housing Authority, acquiring appropriate approval to pay presented invoices, inputting invoices into accounting system using proper general ledger coding, statement reconciliations and procurement inquiries.
2. Reconcile invoices submitted online via AVID, oversee purchase order systems approval path and troubleshoot discrepancies and delays.
3. Process vendor payments, manage outstanding and voided checks.
4. Maintain vendor files – including the Vendor Profile (maintenance and set-up) in accounting system as well as paid invoice hard copy files.
5. Process EFT payments for reoccurring services, accrual entries, 1099's and other month-end / year-end duties as assigned.
6. Maintain Public Housing Utility Usage spreadsheets for tenant electricity, gas, sewer and water usage.
7. Prepare List of Bills and Additional List of Bills spreadsheets for Board review and approval.
8. Prepare monthly reconcilements of assigned general ledger accounts, researching outstanding items as needed.
9. Download monthly bank statements and submit files to Fee Accountant.
10. Process remote deposits, post tenant payments and reconcile A/R.
11. Maintains Journal Voucher and other reference files as designated.
12. Assists Accounting Manager and Accountant with related functions as needed.
13. Provide training and support for other staff members and co-workers.

EDUCATION AND EXPERIENCE

1. Bachelor's Degree in accounting, finance, business administration, or related field.
2. Experience in financial accounting, budget preparation, and financial reporting and analysis is preferred.
3. Government or non-profit accounting experience preferred.
4. An equivalent combination of education and experience may be considered.
5. Strong mathematical and analytical skills
6. Proficient in Microsoft Outlook, Word and Excel
7. Excellent oral and written communication skills
8. Proven ability to handle multiple projects simultaneously
9. The position requires possession of a valid driver's license and may also require the use of a personal vehicle and evidence of individual automobile insurance coverage, or the ability to be insurable under the Authority's automobile insurance plan at the standard rate.
10. Must pass a criminal history background check.

Job Knowledge, Skills, and Abilities:

1. Must have working knowledge of principles, methods, and practices of professional and governmental accounting.
2. Ability to maintain exact accounting records and to prepare accounting reports and statements of moderate complexity.
3. Working knowledge of office equipment including computer, scanners, copier, etc.
4. Ability to establish and maintain effective working relationships with superiors, fellow employees, and the public.

Finalists will be asked to complete a practical assessment during the interview process.

About Lake County Housing Authority:

- ✓ We have had the honor of servicing the residents of Lake County for over 75 years by being a leader in providing affordable housing.
- ✓ Our generous medical plan currently offers your choice of three (3) BlueCross BlueShield Medical and are currently offered at **NO** cost employees when they elect Employee Only level coverage. We have affordable contribution rates to cover your eligible spouse and/or dependents as well.
- ✓ LCHA values your health and wellness. We currently provide LTD, STD, Life and AD&D coverage to all full-time employees at no cost as well as 21 PTO days annually and 13 paid holidays.
- ✓ We have a variety of plans to help you plan for your retirement, including an employer contribution of 19.7% to a money purchase plan (with a vesting schedule) as well as options for you to contribute to a pre-tax 457 plan.

- ✓ Other benefits currently offered include dental plans, flexible spending accounts, AFLAC plan options, EAP programs and plenty of training and professional development opportunities to support your professional growth goals.

The Lake County Housing Authority is an Equal Opportunity Employer and accepts applications and resumes for open positions only. The Authority does not accept phone calls for position inquiries.

Please complete an employment application which can be found at [Career Opportunities - Lake County, Illinois Housing Authority \(lakecountyha.org\)](#) and email it to Recruitment@lakecountyha.org along with an updated resume detailing your work experience.