

STAFF ACCOUNTANT

The Housing Authority of Bergen County (HABC) is seeking a detail-oriented Staff Accountant. Need an energetic, well-organized, sharp and proactive professional thinker, committed to good work habits and a positive attitude. Duties include, but are not limited to, performing professional accounting and administrative work; receiving, recording, and reconciling of Authority revenues; maintaining accounting controls of Authority expenditures, investments, receivables, employee payroll and benefits programs. Assists the Accounting Manager and Director of Finance in all functional areas of responsibility, as required; does related work as required.

This is a full-time position with excellent benefits package and participation in the N. J. Public Employees' Retirement System (PERS).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Performs, reconciles or verifies work in the functional areas of accounts receivable, accounts payable, general ledger, financial statements, cash management, payroll, and related financial areas.
- Prepares financial statements according to generally accepted accounting principles.
- Oversees and maintains separate account ledgers for all funds; maintains and reconciles intercompany accounts.
- Assists the Accounting Manager and Director of Finance in projects or financial reporting work as required.
- Reviews policies and procedures, provides recommendations for improvement, implements and documents new procedures.
- Provides administrative support and office assistance to the Senior Accountant.
- Sets up and maintains account records for special projects, grants, bank reconciliations and related fiscal events.
- Prepares statistical and narrative reports.
- Assists in the preparation of HUD reports and statements.
- Provides general information to contractors, financial institutions, and the public.
- Records and distributes the payroll for all Housing Authority activities.
- Utilizes mid-range accounting systems and Microsoft Office to perform accounting functions efficiently.
- Business conditions or Authority needs may require from time to time, at employer's discretion, changes in job duties, responsibilities or location.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelor's degree in Accounting; CPA a plus.
- Excellent computer skills:
- Experience with mid-range accounting systems; TenMast a plus.
- Excellent Excel skills, including advanced functions; strong Word and Outlook skills also desirable.
- Anywhere from a few months to three plus years of increasingly responsible accounting experience; some public accounting or non-profit experience a plus.
- Ability to assist with the analysis, design, installation and maintenance of accounting systems to meet Authority needs.
- Ability to present technical financial information in a clear and concise manner.
- Ability to acquire a working knowledge of public housing laws and related intergovernmental regulations.
- Ability to travel, when necessary, on Housing Authority business.

- Demonstrated ability to establish and maintain effective working relationships with departmental officials, subordinates, employees and their representatives, professional groups and the general public.
- Ability to work extended hours within a complex environment.
- Ability to train professional and clerical personnel.
- Ability to read, write, understand and communicate the English language.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and performing repetitive motions.
- Must be able to perform light work exerting up to 10 pounds of force occasionally.
- Ability to work accurately with figures and on a computer terminal up to 95% of the day.
- Persons with mental or physical disabilities are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made, because it would cause the employer undue hardship, such person may not be eligible.

HOW TO APPLY:

Please submit a resume, salary requirements and 3 references, as follows:

Via E-Mail: HR117@habcnj.org

Regular Mail:

Human Resources Manager – HR117
Housing Authority of Bergen County
One Bergen County Plaza, Fl. 2
Hackensack, NJ 07601

In Person: Applications are available at the HABC's main office.

Deadline: Position Open Until Filled.

Only applications complying with requirements and submitted to the above email/address will be considered. Please do **NOT** contact the HABC to inquire about status of application. In the event that we wish to arrange a personal interview, we will contact you. Principals only, no employment agencies/job recruiters.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

This organization participates in E-Verify. www.dhs.gov/e-verify.

The HABC is an Equal Opportunity Employer and a Drug-Free Workplace.