

ACCOUNTANT II

CHARACTERISTICS OF THE WORK

Under direction performs supervisory work of moderate difficulty.
Responsible for maintaining accurate records on tenant accounting and all LMHA accounts receivable.
Responsible for supervision over Accountant I and Account Clerk II.
Performs related work as required.

EXAMPLES OF THE WORK

Supervises the work of the Accountant I and the Account Clerk II.
Monitors workers' activities and their results.
Prepares and maintains reports.
Assist in training subordinates.
Prepares TAR (Tenant Accounts Receivables)
Assesses extraordinary situations and determines solutions.
Checks tenant ledger for errors and makes corrections.
Prepares HUD report on accounts receivables.
Audits all vacated accounts.
Prepares/reports of managers' monthly collection percentages.
Audits the City of Louisville's rental payments.
Receives and records payments from vacated tenants and collection agencies.
Maintains a record of all accounts written off to collection loss and prepares a quarterly write-off.
Prepares travel and training accounts payable vouchers.
Prepares cash receipts register for posting to the general ledger.
Maintains records on two security deposit bank accounts and the interest paid on them.
Enters journal vouchers into computer system.

KNOWLEDGE, ABILITIES AND SKILLS NECESSARY TO THE WORK

Knowledge of accounting procedures.
Knowledge of general office procedures.
Ability to maintain records.
Ability to show tact and diplomacy.
Ability to read and understand accounting data.
Ability to supervise and train subordinates.
Skill in observation.
Skill in manual dexterity.
Skill in oral and written communications.

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MINIMUM REQUIREMENTS

Bachelor's degree in Accounting.

Two years of experience as an accountant.

An equivalent combination of education and experience may be substituted.

SPECIAL REQUIREMENTS

Must be bondable.

D.O.T. Code – 160.167-010