



**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY  
HUMAN RESOURCES DIVISION**

**Position Open: July 30, 2018  
Position Closing Date: August 5, 2018**

## **Job Announcement**

### **Position: SENIOR ACCOUNTANT**

#### **Salary Range: \$64,090- \$83,316 annually, plus benefits**

Come join our Finance team as a Senior Accountant at MDHA. In this role, under general supervision, you will do professional accounting work according to Generally Accepted Accounting Principles. The senior accountant is responsible for maintaining a complete set of financial and accounting records for enterprise, tax credit and investor reporting purposes.

*MDHA offers competitive salaries and an amazing retirement program.*

*Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.*

#### **REQUIRED EDUCATION, EXPERIENCE AND LICENSES**

Bachelor's Degree in Accounting, Business Administration, or related field plus five years of increasingly responsible experience in accounting and financial reporting; broad knowledge of programs and procedures relating to HUD, State and Local grants and programs.

*Candidates with accreditation earned in foreign institutes are encouraged to apply*

#### **ESSENTIAL FUNCTIONS**

- Classifies and controls revenues, expenditures, assets, and liabilities;
- participates in the distribution, posting and keeping of cost records and contract payments;
- reviews and analyzes financial and statistical reports;
- reviews and interprets laws and regulations affecting fiscal policies and procedures;
- prepares financial statements and statistical reports;
- monitors compliance with all documents pertaining to the agency's programs and provides technical assistance to auditors;
- assists in preparation of budgets;
- properly records contributions and other sources of funding for reporting purposes;
- coordinate reporting requirements of local, state and federal entities;
- reconciles of agency bank accounts;
- determine cash requirements and maintain appropriate cash flow for the agency's programs;
- manage the agency's treasury activities which includes wire transfers for operations, procurement and investments;
- process payroll and prepare supporting documentation for all payroll related disbursements;
- assists Director and Assistant Director with planning, development, administration and promotion of the agency's programs;
- communicates with other departments of the agency, federal and local governmental agencies and private investors.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of accounting principles and procedures, including enterprise accounting;
- advanced knowledge of information systems;
- ability to retrieve and convert data from accounting programs into a wide variety of reporting requirements;
- ability to prepare and complete accounting statements and reports of a complex and technically sophisticated nature;
- ability to establish and maintain effective working relationships with contractors, investors, public officials, and auditors;

#### **DESIRABLE QUALIFICATIONS**

- *Proficient in computer programs, including Yardi and Microsoft Office suite*
- *ADP software experience*

**THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.**

All applicants will be required to submit an Agency application regardless of whether a resume' is submitted or not. MDHA application is available at [www.Nashville-MDHA.org](http://www.Nashville-MDHA.org). Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

**701 South Sixth Street, P.O. Box 846  
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[Personnel@Nashville-MDHA.org](mailto:Personnel@Nashville-MDHA.org)  
TDD#252-8599**

**To request a reasonable accommodation or assistance with language interpretation  
Contact: 252-8550**