



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

**Position Open: August 15, 2019
Position Closing Date: August 29, 2019**

Job Announcement

Position: Sr. Accountant

Salary: \$66,013

Under general supervision, to do professional accounting work according to Generally Accepted Accounting Principles; to maintain a complete set of financial and accounting records for enterprise, tax credit and investor reporting purposes; to assist with the planning, development, management and promotion of the agency's programs and to do related work as required.

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 property management, LIHTC deals and federal and bank loan programs.

Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL FUNCTIONS

- Participates in the distribution, posting and keeping of cost records and contract payments for large multi-funded construction projects;
- Reviews and analyzes financial and statistical reports;
- Reviews and interprets laws and regulations affecting fiscal policies and procedures;
- Conducts period end actual to budget variance analysis;
- Monitors financial 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;
- Coordinates reporting requirements of local, state and federal entities;
- Reconciles agency bank accounts;
- Prepares Investor and THDA reporting for Low Income Housing Tax Credit projects
- Manages the agency's treasury activities which includes wire transfers for operations, procurement and investments;
- Assists Director and Assistant Director with planning, development, administration and promotion of the agency's programs;
- Communicates with other departments of the agency, federal, state 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;
- willingness and mental and physical ability to perform the duties involved in this classification.
- Ability to perform work with or without an accommodation that requires sitting, standing and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

EQUIPMENT USED

Personal computer and general office equipment

SUPERVISION EXECISED

None

LICENSE REQUIRED

Valid Tennessee driver's license

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.

Apply at 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

**Metropolitan Development and Housing Agency
701 South Sixth St.
Nashville, Tennessee 37206
www.Nashville-MDHA.org
TDD#252-8599**

To request a reasonable accommodation or assistance with language interpretation, please call 615-252-8550.