

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50540863

Allocation Action:	Reallocated Up
Official Allocation:	ACCOUNTANT 3
Job Code:	139370
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	05/13/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	190728
Consultant:	CDU
Supervisor:	JLR



STATE CIVIL SERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATE CIVIL SERVICE
P.O. BOX 94111 - CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCS.CSRS@la.gov

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER ☐ # requested☐ JOB CORRECTION ☐ 5.3 APPEAL ☒ CAREER
PROGRESSION GROUP☐ NEW POSITIONMAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04POSITION NUMBER
50540863CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
ACCOUNTANT 2CURRENT PAY LEVEL
AS-613CURRENT OFFICIAL JOB CODE
139350

REQUESTED OFFICIAL JOB TITLE

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

2 INFORMATION REQUIRED FOR NEW POSITION (FOR LA GOV HCM AGENCIES ONLY)

ORGANIZATIONAL UNIT NUMBER

50025982

WORK PARISH

East Baton Rouge

PERSONNEL SUBAREA

5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY☒ FT SALARY☐ PT HOURLY

COST CENTER

GRANT

FUND

WBS ELEMENT

ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST

RICHARD, SHANTEI

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT - OFFICE - DIVISION

Louisiana Housing Corporation/Fiscal/Accounting

HUMAN RESOURCES TELEPHONE

(225) 763-8700

OFFICIAL TITLE OF SUPERVISOR

Accountant Manager 2

DIRECT SUPERVISOR'S POSITION NUMBER

50336264

HUMAN RESOURCES EMAIL

dackoury@lhc.la.gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY
INGRID DAVIS	50308569	ACCOUNTANT 3
RAMONA ROBINSON	50333386	ACCOUNTANT 3

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

☐ DETERMINES WORK ASSIGNMENTS ☐ RECOMMENDS HIRING/PROMOTIONS ☐ TRAINS STAFF☐ REVIEWS AND APPROVES WORK ☐ PREPARES & SIGNS PES RATING ☐ APPROVES LEAVE

0

NUMBER OF DIRECT
SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart (required) ☒ Duties / Responsibilities (required) ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

7 SIGNATURES

Sign and print below.

EMPLOYEE	DATE	<input type="checkbox"/> I certify that the information in this document is true and correct to the best of my knowledge.
<i>[Signature]</i>		<input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR	DATE	<input checked="" type="checkbox"/> I certify that I agree with this document.
<i>[Signature]</i>	4/26/22	<input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
APPOINTING AUTHORITY (Required)	DATE	<input checked="" type="checkbox"/> I certify that I agree with this document.
Joshua E. Hollins Executive Director	5/18/22	<input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY		

Position Description

SCS will keep this document for six (6) years.

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8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

This position is in Accounting Services with the Louisiana Housing Corporation (LHC). The incumbent in this position must be knowledgeable of:

- a. GAAP, GAAS, and any other accounting/auditing standards applicable to LHC;
- b. IRS Regulations, especially those related to Information Reporting, Income Tax Withholding Payments, and Backup Withholding
- c. LA Civil Service Rules as they pertain to the accounting function;
- d. OMB Cost Principles for State & Local Governments and for Non-Profits;
- e. LHC Policies and Procedures;
- f. LHC Budget Units and Funding Sources;
- g. LHC Accounting software, General Ledger structure, and any other applicable desktop and online computer systems; and
- h. Federal and LA programs/grants administered by LHC.

Current Programs/Grants:

Accounts Receivable, Deposits, Accounts Payable, General Ledger, General Fund, Budgeting, Reporting, Audit Schedules and Documentation, Financial Statements, Single Family & Multi-Family Mortgage Revenue Bonds, Low Income Home Energy Assistance Program (Cares, Regular & ARP), Low Income Home Water Assistance Program (ARP & CAA), Weatherization, 2016 Flood Case Management, 2016 Flood EBR Developer, 2016 Flood EBR Landlord, 2016 Flood CDBG Landlord, 2016 Flood CDBG Multi-Family, and CDBG Piggyback [Over \$50 million in annual Energy Assistance allocations, approximately \$92.7 million in remaining 2016 Flood monies, and approximately \$90 million in ARP & CAA monies]

60% Process Transactions, Invoices, and Payments; Post Ledger Entries; Track Funding

- Verifies/maintains W-9's and set up/update vendors.
- Verify administrative and program budgets for available funding using spreadsheets and program software.
- Processes an invoices/requisitions, verifying receipt of goods/services, budget approval, and the proper authorization, approval, and support.
- Calculates, prepares, submits, and records draws/billings/receipts for programmatic revenue and administrative expenses in accordance with agreements.
- Follows up regularly on outstanding/problem requisitions/invoices – paying especially close attention to program requirements, following established procedures, and ensuring that the proper support documentation is provided.
- Posts deposits, interest income, invoices, payments, and other general ledger entries in the accounting software.
- Posts requisitions as paid in the appropriate database/software.
- Prints checks and sets up ACH's for release in processing timely and accurate payments for programs listed above.
- Sets up new budget spreadsheets to track LIHEAP, LIHWAP, Weatherization, and 2016 Flood programs and contracts.
- Sets up systems and new general ledger accounts and allocations in an import template to record transactions.
- Provides specialized required financial statements.
- Prepares monthly, quarterly, and annual reports as required.
-
- Proofreads and gives timely corrective action for new bond issues. Sets up the chart of accounts and spreadsheets to track and record new bond issues.

- Tracks and approves the cost of issuance invoices associated with the bonds to ensure the costs are in line with the estimated cost of issuance schedule and that they do not go over the “Not-To-Exceed Costs” established by the State Bond Commission.
- Works with the agency’s selected Bank Trust department to ensure that all fund proceeds are received and properly administered in accordance with Bond Indenture.
- Maintains MRB cash management records, including funds received, funds disbursed by source, and classification of revenues by funding source.
- Revises amortization schedules as bonds are selected for early call options.
- Reviews bank trust statements to analyze if liquid funds will be available for debt service payments, to ensure that Bond Indentures are adhered to, and perform/monitor rebate arbitrage calculations for accuracy.
- Communicates with program staff, managers, attorneys, other external staff, vendors, and tax authorities as needed to resolve issues.

15% Review Contracts, Purchase Orders, and Budgets

- Ensures that the Contract, Purchase Order, or budget maximum has not been reached before processing payments.
- Communicates problems and expiration dates with program staff, Purchasing, Legal, and Accounting staff as needed.
- Ensures that executed contracts and purchase orders are electronically maintained in Document Management.

10% Reconciliations

- Prepares bank reconciliations to the General Ledger accounts.
- Reconciles other General Ledger Accounts
- Reconciles the Interfund Transfer account.
- Reconciles Federal monthly partner reports to program databases and related General Ledger accounts.

10% Financial Reporting/Monitoring/Budget

- Assists in the collection of data, analysis of data, and preparation of budgetary and financial reports on an annual basis for the annual audit, quarterly budget reports, annual budget reports, interim monitoring visits, and other times as needed.
- Creates, modifies, and updates reports as needed to inform management regarding the status of program obligations.
- Collects data for the 425 Federal Financial Reports on a quarterly and annual basis.
- Reconciles the data in the accounting software for the preparation of annual 1098’s and 1099’s, and other statements.
- Records accruals at fiscal year-end as needed.

5% Other Duties

- Rotates job duties to work with various programs and/or administrative functions.
- Assists other internal and external parties as needed in regard to LHC financial operations and programs
- Participates in special projects as assigned.
- Performs any other duties as assigned.

Louisiana Housing Corporation – Accounting

03/2022

