

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50308476

Allocation Action:	Affirmed
Official Allocation:	ACCOUNTANT 3
Job Code:	139370
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	04/12/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	189447
Consultant:	CDU
Supervisor:	JLR



STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATE CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@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 GROUPMAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04POSITION NUMBER
50308476☐ NEW POSITIONCURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
ACCOUNTANT 3CURRENT PAY LEVEL
AS615CURRENT OFFICIAL JOB CODE
139370

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
50025982WORK PARISH
EBRPERSONNEL 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
ROBERTS, TRACY

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION / QUAIL / ACCOUNTING

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

ACCOUNTANT MANAGER 2

DIRECT SUPERVISOR'S POSITION NUMBER

50536824

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 DAVID

50308569

ACCOUNTANT 3

LAN XU

50308478

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

☐ I certify that the information in this document is true and correct to the best of my knowledge.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

DIRECT SUPERVISOR

DATE

☐ I certify that I agree with this document.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

APPOINTING AUTHORITY (Required)

Bradley R. Smeazy
Interim Executive Director

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

DATE

☒ I certify that I agree with this document.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

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 Backup Withholding, Information Reporting, Interest Arbitrage Rebate, Wage and Fringe Benefit Reporting, and Payroll taxes;
- 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 & Procedures;
- f. LHC Budget Units & 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 Operations/Programs/Grants:

Accounts Receivable, Deposits, Accounts Payable, General Ledger, General Fund, Budgeting, Procurement Processing, Reporting, Cost Allocation Plan, Audit Schedules and Documentation, Financial Statements, Travel, DOJ Program, CDBG 2016 Flood Programs, CDBG First Time Homebuyer, CDBG Low Income Housing Tax Credit, Emergency Solutions Grant, HOME, HOME Tenant- Based Rental Assistance, Homebuyer Education, Homeowner Repair, Housing Counseling, LA & National Housing Trust Fund, Low Income Home Energy Assistance Program, Low Income Housing Tax Credit, Single and Multi-Family Mortgage Revenue Bonds, National Foreclosure Mitigation Counseling, Neighborhood Stabilization Program, Non-Profit Rebuilding Pilot Program, Project-Based Section 8 Vouchers, Emergency Housing Vouchers, Emergency Rental Assistance Program, Risk-Share Program, Section 8 Contract Administration, Section 811 Supportive Housing, Continuum of Care, Tax Credit Assistance Program, Tax Credit Exchange Program, Weatherization, and several Gustav/Ike, Katrina/Rita, and Isaac initiatives included in a cooperative endeavor agreement with Office of Community Development Disaster Recovery Unit.

Position duties and responsibilities:

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

- 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 and expenses by funding source.
- Provides specialized required financial statements.

- 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, trustees, attorneys, and other external staff to ensure that all information/agreements are understood and to resolve problems with bond deals.
- Verifies/maintains W-9's and set up/update vendors.
- Verifies administrative and program budgets for available funding using spreadsheets and program software.
- Processes all invoices/requisitions, verifying receipt of goods/services, budget approval, and the proper authorization, approval, and support.
- Prepares, submits, and records draws/billings/receipts for operating and programmatic revenue and 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/sweeps, interest income, invoices, payments, and other general ledger entries in the accounting software, printing checks and setting up ACH's for release.
- 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 Operating and Programmatic expenditures.
- Sets up systems and ledger accounts to track and record new and existing programs and posts General Ledger entries as needed.
- Prepares monthly, quarterly, and annual reports as required.
- Communicates with program staff, managers, vendors, and tax authorities as needed to resolve issues.

10% 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, Procurement, Legal, and Accounting staff as needed.

10% Reconciliations

- Prepares bank reconciliations, addressing stale-dated checks.
- Reconciles General Ledger accounts
- Reconciles accounting spreadsheets with Federal partner reports/program databases and LHC related General Ledger accounts.
- Reconciles bond trust accounts with the General Ledger accounts and with GIC statements when applicable.

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, annual budget, interim monitoring visits, and other times as needed.
- Creates, modifies, and updates reports as needed to inform management regarding status of operating and programmatic obligations.

- Collects data for the special Federal Reports as needed.
- Reconciles the data in the accounting software for the preparation of annual 1098's, 1099's, and Disclosure Statements.
- Records accruals at fiscal year-end as needed.

10% Other Duties

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

Louisiana Housing Corporation – Accounting

03/2022

