

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50333386

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:	05/13/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	190732
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
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 GROUP☐ NEW POSITIONMAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04POSITION NUMBER
50333386CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
Accountant 3CURRENT PAY LEVEL
AS-615CURRENT 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
EAST BATON ROUGEPERSONNEL 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
ROBINSON, RAMONA

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT - OFFICE - DIVISION

Louisiana Housing Corporation/Accounting Services/Quail Drive

HUMAN RESOURCES TELEPHONE

(225) 763-870

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

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 attachment.

☒ 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)

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.Joshua G. Hall
Executive Director

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

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:

CDBG Pecan Acres, HUD Counseling, Lead Hazard, Low Income Housing Tax Credit Fees, Other Operating Fee Deposits, Section 8 Contract Administration, Section 811, 2016 Flood Safe Haven, 2016 Flood Piggyback PRIME[Over \$100 million in annual Section 8 Contract Administration funding, approximately \$65 million in remaining 2016 Flood monies, and approximately \$2.9 million Lead Hazard funding remaining]

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. Upload draws to the OCD Portal.
- 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.
- Scan checks to be deposited into Chase bank for approval.
- 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 budget spreadsheets to track CDBG Pecan Acres, HUD Counseling, Lead Hazard, Section 811 and 2016 Flood programs and contracts.
- Prepares monthly, quarterly, and annual reports as required.
- Communicates with program staff, managers, 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 5 bank reconciliations to the General Ledger accounts.
- Reconciles Federal monthly partner reports to program databases and 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.
- Reconciles the data in the accounting software for the preparation of annual 1098's and 1099's.
- 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

