

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50336263

Allocation Action:	Affirmed
Official Allocation:	ACCOUNTANT 4
Job Code:	171400
Pay Level:	AS-617
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	05/13/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	190730
Consultant:	CDU
Supervisor:	JLR



POSITION DESCRIPTION

Form Revision Date: 7/2021

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
50336263CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
Accountant 4CURRENT PAY LEVEL
AS-617CURRENT OFFICIAL JOB CODE
171400

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 HOURLYCOST CENTER
Allocable

GRANT

FUND

WBS ELEMENT

ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Foreman, DaKora

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) 763-8700

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

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. <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 type="checkbox"/> I certify that I agree with this document. <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 type="checkbox"/> I certify that I agree with this document. <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		

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). This position is responsible for producing data for the comprehensive financial reporting and for operational compliance with assigned Federal and State Housing program rules, regulations, laws, policies and procedures, reporting requirements, and accountability with funding agencies. It will interface directly with program staff, agency management, and financial accounting personnel to provide direction on compliance and reconciliation of program information to financial records and meet agency performance objectives. This position is responsible for the agency's day-to-day Cash Management, Operating Payables and Receipts, Payroll Liabilities Payments, Travel Expense Account Reimbursements, HUD Counseling Grant, Lead Hazard Grant, Low Income Home Energy Assistance Program Grant (Cares, Regular & ARP), Low Income Home Water Assistance Program Grant (ARP & CAA), Section 8 Contract Administration Grant, Section 811 Grant, Weatherization Grant, CDBG 2016 Flood Case Management Program, 2016 Flood EBR Developer Program, 2016 Flood EBR Landlord Program, CDBG 2016 Flood Landlord Program, CDBG 2016 Flood Multi-Family Program, CDBG 2016 Flood Piggyback Program, CDBG 2016 Flood Piggyback PRIME Program, CDBG 2016 Flood Safe Haven Program, CDBG Katrina/Rita Plaquemines Glen Oaks Program, CDBG Pecan Acres Program, CDBG Lafourche Resiliency Program, and CDBG Rural Bond Program [Over \$152 million in annual Energy Assistance allocations, over \$163 million in remaining CDBG 2016 Flood and OCD monies, and approximately \$90 million in ARP & CAA monies]. 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.

50% Program/Policy Management

Reviews applicable Federal and State Housing program guidelines, criteria, and applicable laws gaining intimate knowledge so as to advise accounting staff to meet compliance requirements. Makes recommendations to agency management for compliance with required standards and practices. Assists Federal and State Housing program sections in developing the appropriate structure, information to be maintained, procedures, and controls as they apply to the financial operation of performing departmental tasks. Develops reports, files, and processes necessary to maintain order, tractability and clear rationale to document department actions in managing program fund disbursements. Reviews receipts, disbursements, general ledger entries and reconciliations monthly to provide feedback as well as accurate, timely, and well-documented financial information. Monitors and approves Federal and State program draws and expenses and monitor daily cash balances.

15% Process Transactions, Invoices, Payments; Review Budgets; Post Ledger Entries and Reconcile accounting records the CDBG Katrina/Rita Plaquemines Glen Oaks Program, CDBG Lafourche Resiliency, and CDBG Rural Bond Program

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, invoices, payments, and other general ledger entries in the accounting 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 the referenced programs and contracts. Sets up new general ledger accounts and allocations in an import template to record transactions. Release ACH's for the other accountants in our section. Prepares monthly, quarterly, and annual reports as required. Communicates with program staff, managers, vendors, and tax authorities as needed to resolve issues. 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. Reconcile the SRPP Escrow and Chase Suspense GL accounts monthly. Records accruals at fiscal year-end as needed. Reconcile the Check Log monthly. Record and reconcile fixed asset and depreciation entries. Record LHC's apartments consolidated entry monthly. Reconcile and record the Chase Card transactions.

15% Prepare and Submit Necessary Financial Report

Develops, prepares, and presents reports necessary to comply with best business practices and Federal and State reporting requirements as defined for each assigned program for internal and external purposes. 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. Collects data for the 425 Federal Financial Reports on a quarterly and annual basis. Reconcile data in the accounting software for the preparation of annual 1098's and 1099's. Provides ad-hoc reports as needed to help decision makers at the agency. Reports must be reconciled between the responsible program section and the accounting records of the agency.

10% Work Group Management, Leadership and Interface with Internal Departments.

Participates in interview and the hiring process; recommends rewards and recognition. Trains and assists lower level accountants by guiding them in providing with positive and negative feedback. Works with other staff to accomplish departmental goals as well as work group goals. Fill in for others in our group during their absence.

10% Interface with External Governmental Entities.

Ensures the agency's compliance with all external requests for information, reports, and procedures as they may be made by governmental agencies. Assists with audit inquiries and financial information requests, providing complete and documented responses. Provides agency management with continued status reports by section regarding adherence to practices and operational effectiveness. Consults with Technology Services personnel, the Internal Revenue Service, Federal and State grant officials, employing agencies, financial consultants, mortgage brokers, and banking officials to obtain and supply technical information pertaining to LHC.

Louisiana Housing Corporation – Accounting

03/2022

