

# POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50336261

Allocation Action:	Affirmed
Official Allocation:	ACCOUNTANT ADMIN 4
Job Code:	159780
Pay Level:	AS-623
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	01/26/2022
Position Audited:	No
Audit Date:	
Comments:	Correct position number 50336261

Log Number:	186481
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 GROUP☐ NEW POSITIONMAJOR AGENCY CODE &  
PERSONNEL AREA CODE  
0A04POSITION NUMBER  
50308469CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)  
Accountant Administrator 4CURRENT PAY LEVEL  
AS-623CURRENT OFFICIAL JOB CODE  
159780REQUESTED OFFICIAL JOB TITLE  
Accountant Administrator 4REQUESTED PAY LEVEL  
AS-623REQUESTED OFFICIAL JOB CODE  
159780

## 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  
Dickerson, CarlosEmployee Qualifies For Job  
☒ Yes ☐ NoHUMAN RESOURCES CONTACT  
Denise Ackoury

AGENCY/DEPARTMENT - OFFICE - DIVISION

Louisiana Housing Corporation/Accounting Services/Quail Drive

HUMAN RESOURCES TELEPHONE  
( 225 ) 763-8841OFFICIAL TITLE OF SUPERVISOR  
Executive DirectorDIRECT SUPERVISOR'S POSITION NUMBER  
50308469HUMAN 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

3

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)

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.

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 serves as the Chief Fiscal Officer (CFO) and is domiciled in Accounting Services for 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, 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, Payroll Payment Processing, Reporting, Cost Allocation Plan, Audit Schedules and Documentation, Financial Statements, Travel, 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, Project-Based Section 8 Vouchers, 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:**

**55% Chief Fiscal Officer Functions**

Responsible for the accounting for assets and federal grants in excess of \$1 billion.

Develops organizational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction, establishing functional objectives in line with organizational objectives.

Establishes finance operational strategies by evaluating trends, establishing critical measurements, and determining productivity and quality strategies. Conducts cost assessments and makes projections for current and new programs.

Develops organization prospects by studying economic trends and revenue opportunities, analyzing organization operations, and identifying opportunities for improvement and cost reduction.

Skilled in the use of computers, MS Access databases, Excel plus having the skills to adapt to changes in the accounting software and other computerized processes plus have the ability to develop, monitor and maintain financial management information systems and procedures.

Make policy decisions and use effective listening to and assist in the resolution of complaints by maintaining effective working relationships with staff, other department head, public officials and the public.

Knowledge of emergency and disaster management with the ability to be an effective liaison with the management team who represents the Federal Emergency Management Agency (FEMA) and the Louisiana Office of Homeland Security and Emergency Management. (GOHSEP)

Monitors financial performance by measuring and analyzing results, initiating corrective actions, and minimizing the impact of variances.

Reports financial status by developing forecasts, reporting results, analyzing variances and developing improvements.

Responsible for the management and investments of an investment portfolio within the General Fund Assets. This includes the development of investment policy and strategies to maximize returns consistent with the Investment Policy.

Develops and maintains a Cost Allocation Plan that allocates indirect costs to various cost centers/grants. The Cost Allocation to the departments is based on direct salaries. The Plan is required to get reimbursed for administering Federal Grant Programs.

Develops applications to maximize budget amounts to be allocated to Federal Grant recipients and sub-recipients for services and to insure that all expenditures are authorized and tracked.

Monitors and approves federal program drawdowns, banking disbursements and transfers, including signing checks.

Works collaboratively with other departments in the development of programs procedures and making sure that adequate cash available to fund the related programs. Responsible for the full implementation of all accounting programs and any special projects or reports that are required by the agency.

Responsible for transfer of securities from trustee accounts to Federal Home Loan bank to ensure the agency has the needed cash for the Mortgage Revenue Bond program to process and accumulate Mortgage Backed Security from our master servicer. This includes working with a syndicate of bankers, financial consultants and legal consultants to ensure the agency follows the approved indenture.

### **10% Annual Financial Reporting**

Serves as the liaison to the Legislative Auditors conducting annual audits of General Fund, Combine, Louisiana Housing Authority(LHA), HUD Properties and develop internal control mechanisms necessary to strengthen agency procedures.

Produce Balance sheet and Income statements for LHA and the compilation of data necessary for auditors to review in the course of conduction its annual review of transactions in order to render an opinion on the usefulness of those reports.

Make necessary adjustments in the detail transactions at the end of year to align balances to better reflect suggested changes by auditors.

Submit the necessary documents annually to the Municipal Security Rulemaking Board for the required financial disclosure documents and annual financial data needed to be reported to fulfill federal requirement for our Mortgage Revenue Bond programs thru the Electronic Municipal Market Access program.

Report to the Louisiana Board and Commissions the required annual financial discloser statement information pursuant to state statute requiring state agency to report the actual financial and budget information plus submit the required budget information forecast into future fiscal periods.

### **15% Budget Functions**

Prepare details transaction and listing of expenses for each of the twenty department at the Louisiana Housing Corporations for the current and the past two years for comparison purposes. Meet with each of the managers and discuss the possible changes to the current budgets that will have a material effect on the next year's budget.

Compile the data into a comprehensive format necessary to communicate budgeted information to the Board of Directors for the approval of the next fiscal year's budget.

Provides recommendations for controlling expenditures in order to stay within the budgeted amounts by comparing projected self-generated and federal revenues to actual figures and budgeted expenses to actual expenses to make or oversee the necessary adjustments that will be needed to future projections and budgets.

### **15% General Accounting**

Ensures that all general ledger accounts are supported by schedules, bank reconciliations or sub-ledger support that reconciles to the general ledger accounts on a monthly basis.

Reviews the General Fund financial statements and the Comprehensive Annual Financial Reporting for LHC, which are prepared within the guidelines required by the Governmental Accounting Standards Board for proprietary funds and the Office of Statewide Reporting and Accounting Policy.

Consults with data processing personnel, the Internal Revenue Service, Federal Grant officials, employing agencies, financial consultants, mortgage brokers, and banking officials to obtain and supply technical information.

**5% Supervision**

Responsible for the direct supervision of 3 middle level managers and indirectly 9 professional level degreed employees in various positions in the Accounting department for the agency.

Interviews and recommends applicants for hire. Insures that new hires receive adequate on-the-job training opportunities and adhere to agency policies and procedures.

Reviews and assist second level manager with planning, assigning and directing the work of subordinate staff in the specialized field of accounting, purchasing and payroll administration. Reviews performance and planning of employees.

Responsible for recommending staff for conferences, seminars, educational classes and attendance at classes provided through the Louisiana Comprehensive Public Training Programs and other training institutions.

Performs any additional duties and responsibilities as assigned

# Louisiana Housing Corporation – Accounting

12/2021

