

POSITION DESCRIPTION APPROVAL



Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50336264

Allocation Action:	Reallocated Down
Official Allocation:	ACCOUNTANT MANAGER 2
Job Code:	159720
Pay Level:	AS-619
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/11/2017
Position Audited:	No
Audit Date:	
Comments:	Business Re-org effective 05/11/2017.

Log Number:	131723
Consultant:	KCW
Supervisor:	HHH



# POSITION DESCRIPTION

Form Revision Date: 05/2016

## 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 POSITION

MAJOR AGENCY CODE &  
PERSONNEL AREA CODE

0A04

POSITION NUMBER

50336264

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)

Accountant Manager 3

CURRENT PAY LEVEL

AS-621

CURRENT OFFICIAL JOB CODE

159730

REQUESTED OFFICIAL JOB TITLE

Accountant Manager 2

REQUESTED PAY LEVEL

AS-619

REQUESTED OFFICIAL JOB CODE

159720

## 2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER  
50025982

COST CENTER NUMBER /FUND

WORK PARISH

East Baton Rouge

PERSONNEL SUBAREA  
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

EMPLOYEE SUBGROUP (CHOOSE ONE)

☐ NON-EXEMPT ☒ EXEMPT

## 3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Harrington, Jatis

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 Administrator 4

DIRECT SUPERVISOR'S POSITION NUMBER

50336261

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

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.

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

E. KEITH CUNNINGHAM, EXEC. DIRECTOR

- ☐ 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.

Serves as one (1) of two (2) assistants to the Accountant Administrator 4 responsible for the following areas: Accounts Receivable, Deposits, Accounts Payable, General Ledger, Payroll Payment Processing, Reporting, Cost Allocation Plan, audit schedules and documentation, financial statements, travel, Homebuyer Education, Homeowner Repair, Housing Counseling, LA and National Housing Trust Fund, Low Income Home Energy Assistance Program, Low Income Housing Tax Credit, National Foreclosure Mitigation Counseling, Non-profit Rebuilding Pilot Program, Section 8 Contract Administration, Section 811 Supportive Housing, Weatherization, several Hurricane Recovery initiatives included in a cooperative endeavor agreement with the Office of Community Development Disaster Recovery Unit, and other areas as added or re-assigned.

70% Responsible for direct supervision of 3 Accountants.

Responsible for understanding and applying all applicable rules, regulations and policies governed by General Accepted Accounting Principles, the Governmental Accounting Standard Board, Federal Grant Programs, Office of Management and Budget circulars, the LA Department of Civil Service, and the LHFA Employee Policy and Procedure Manual.

Responsible for insuring that the general ledger accounts accurately reflect the daily payments and collections that are processed and that they are coded to the proper asset, liability, expense, or revenue codes in the general ledger.

Responsible for insuring that all general ledger accounts are supported by schedules, bank reconciliations or sub-ledger support provided by each manager that will reconcile to the general ledger accounts on a monthly basis.

Responsible for insuring that all intra-fund and inter-fund transfers reconcile.

Responsible for the preparation of the monthly General Fund financial statements and the Comprehensive Annual Financial Reporting for LHFA within the guidelines required by the Governmental Accounting Standards Board for proprietary funds and the Office of Statewide Reporting and Accounting Policy.

Responsible for monitoring and approving federal program drawdowns, banking transfers, and signing checks.

Responsible for monitoring daily cash balances to insure that adequate funding is available for daily operations.

30% Responsible for documenting staff performance for Performance Planning and Reviews, for rewards and recognition and/or disciplinary action.

Interviews and recommends applicants for hire. Trains new employees. Reviews and assigns work to subordinate staff. Reviews performance and planning of employees. Controls time and attendance of staff.

Provide accounting personnel with assistance on technical problems.

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

Approves year-end and monthly journal entries to the general ledger.

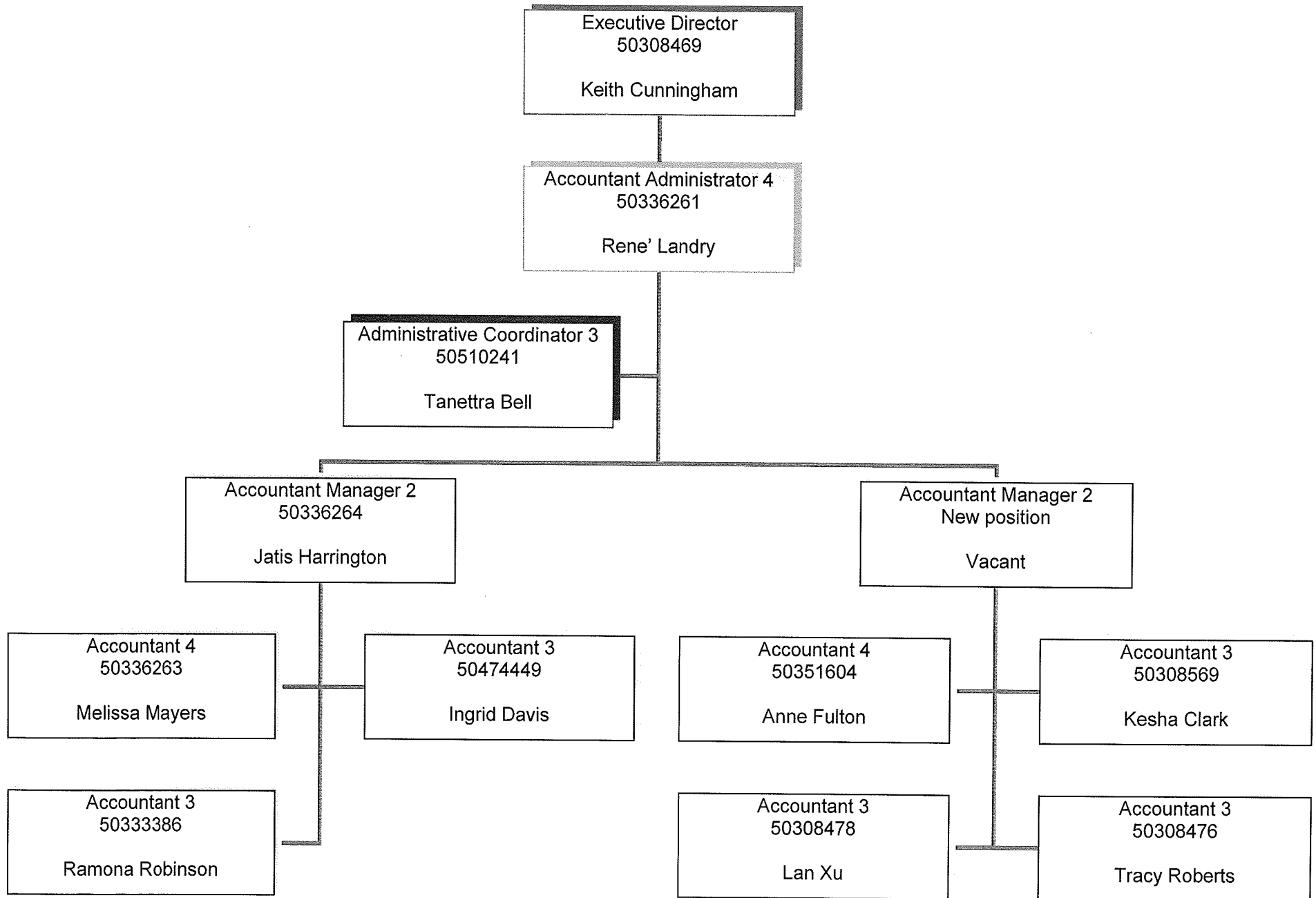
Confers with the internal auditors and the independent certified public accountants as needed.

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 pertaining to LHFA.

Responsible for additional duties and responsibilities as assigned.

# Louisiana Housing Corporation – Accounting Services

Post Reorg



DELEGATION OF AUTHORITY

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

BEFORE ME, the undersigned Notary, duly commissioned and qualified in the  
Parish and State aforesaid, personally came and appeared:

**EDSELLE KEITH CUNNINGHAM, JR.**

who, having been duly sworn, did depose and say:

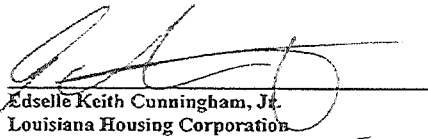
1. That he is the duly appointed Executive Director of the Louisiana Housing Corporation (the "LHC"), thus serving as "appointing authority" as defined in the Civil Service Rules; and
2. That he does hereby delegate and authorize his appointing authority as LHC Executive Director to Kevin Brady, in his absence effective on March 6, 2017 through the earlier of March 9, 2017 or his return to the office, to act in his stead as appointing authority, to sign all documents to the same effect as the appointing authority, including, but not limited to, the authority to take, initiate, approve, and sign formal disciplinary actions, take action and sign the documentation necessary to hire, promote, grant merit increases, and any and all other personnel actions involving any and all employees of the LHC; and
3. That he does hereby delegate his authority as LHC Executive Director to sign contracts, agreements, and all documents that bind the LHC, and which are necessary to be signed during his absence.

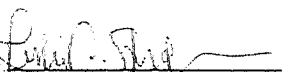
**THUS DONE AND SIGNED** in the presence of the undersigned Notary and competent witnesses at Baton Rouge, Louisiana this 2<sup>nd</sup> day of March 2017.

WITNESSES:


  
WITNESS

Miriam Bowie

  
Edselle Keith Cunningham, Jr.  
Louisiana Housing Corporation  
EXECUTIVE DIRECTOR

  
WITNESS

Leslie C. Strahan

  
Christine Bratkowski, La. Bar #27781  
NOTARY PUBLIC  
Commission expires upon death