

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50536824

Allocation Action:	Affirmed
Official Allocation:	ACCOUNTANT MANAGER 2
Job Code:	159720
Pay Level:	AS-619
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/22/2018
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	146035
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

50536824

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

Accountant Manager 2

CURRENT PAY LEVEL

AS-619

CURRENT OFFICIAL JOB CODE

159720

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
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

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

Jatis Harrington

50336264

Accountant Manager 2

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.

Serves as one (1) of two (2) assistants to the Accountant Administrator 4 responsible for the following areas: General Ledger, General Fund, Budgeting, Procurement Processing, reporting, audit schedules and documentation, financial statements, Community Development Block Grant (CDBG) First Time Homebuyer, CDBG Low Income Housing Tax Credit, Emergency Solutions Grant, HOME, HOME Tenant-Based Rental Assistance, Single and Multi-Family Mortgage Revenue Bonds, Neighborhood Stabilization Program, Project-Based Section 8 Vouchers, Risk-Share Program, Continuum of Care, Tax Credit Assistance Program, Tax Credit Exchange Program, and 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 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

05/2018

