

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50351602

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:	01/31/2018
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	141563
Consultant:	KCW
Supervisor:	HHH



POSITION DESCRIPTION

Form Revision Date: 05/2016

COMPENSATION DIVISION
DEPARTMENT OF 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 POSITION

MAJOR AGENCY CODE &
PERSONNEL AREA CODE

0A04

POSITION NUMBER

50351602

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

Accountant 3

CURRENT PAY LEVEL

AS-615

CURRENT 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
50464678

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

Billingsley, Danae

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/Recovery Housing/Quail Drive

HUMAN RESOURCES TELEPHONE

(225) 763-8700

OFFICIAL TITLE OF SUPERVISOR

Housing Finance Manager

DIRECT SUPERVISOR'S POSITION NUMBER

50465625

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

Ramona Robinson

50333386

Accountant 3

Lan Xu

50308478

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 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.

KEITH CUNNINGHAM, EXEC. DIRECTOR

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.

Reporting to a Housing Finance Manager, the position is responsible for the closeout of all disaster related activities as reported in the Housing and Urban Development reporting system, review of Sustainable Housing contract payment invoices including but not limited to back-up documentation, unit cost verification, and review for duplicative requests. This position will act as the Closeout Liaison speaking on behalf of the LHC when communicating with outside and state partners.

- 70% Closeout Review
 - Contacts the respective program manager when an activity is marked "Complete-Ready to Close".
 - Once the program manager is contacted, ensures the program manager is aware of the needed information necessary to move the activity forward.
 - Once the activity closeout paperwork is received from the program manager, works with the grantee and/or sub-recipient to ensure the closeout form contains the necessary information.
 - Prepares letters to grantee and/or sub-recipient in the event a report is incomplete or past due.
 - Acts as the LHC closeout liaison when communicating to outside and state partners to see the activity to final closeout.
- 15% Review of Contract Invoices
 - Reviews contract invoices as required under the payment terms of the agreement.
 - Ensures all relevant backup documentation is provided to substantiate the request for payment.
 - Ensures contract invoices agree with the unit costs approved within the agreement
- 10% Reporting
 - Prepares a weekly closeout tracker report made available to LHC staff overseeing disaster programs.
 - Updates the closeout portal as activity stages change.
- 5% Other duties
 - Assists other team members on the Recovery Housing team as instructed by the supervisor.

Louisiana Housing Corporation –Recovery Housing

12/01/2017

