

# WATERTOWN HOUSING AUTHORITY

EQUAL HOUSING OPPORTUNITY

55 WAVERLEY AVENUE  
WATERTOWN, MASSACHUSETTS 02472-3613

[617] 923-3950 – Office  
[617] 923.3961 – Maintenance

[617] 923.3954 – Leased Housing  
[617] 923-2466 - FAX

## ACCOUNTING MANAGER

The Watertown Housing Authority is seeking a highly motivated, professional, responsible individual for full-time employment as an Accounting Manager. The position will be responsible for directing internal and external financial reporting, accounts receivable, payroll, general accounting, fixed assets, and budgets. The position would also be responsible for directing the agency's budgeting and financial performance measuring across all of its business lines and will report directly to the Director of Operations. The position will oversee a part-time Accounts Payable Clerk.

- Ensure compliance with HUD, EOHLIC and Agreed Upon Procedures (AUP) accounting and auditing regulations as well
- Oversee and ensure all payroll accordance, specifically with the Paychex Flex system, as well as administration of retirement, health, and other benefits for state employees, including the GIC health program
- Ability to perform financial analysis and modeling to assist both the planning and monitoring of the agency itself as well as its various lines of business, including housing development, housing operations and resident services grant management.
- Oversee preparation of bank deposits and delivery of funds to financial institutions, reconcile all bank statements
- Ability to exercise initiative, use sound judgment in analyzing situations, and make decision in a timely manner
- Monitor and allocate ARPA, CPA, and Affordable Housing Trust funds in compliance with regulations
- Ability to work with third party accountants and auditors to complete monthly, quarterly, and annual financial schedules, reporting, and audits
- Knowledge of and the ability to understand and apply Generally Accepted Accounting Principles ("GAAP"), Governmental Accounting Standards Board, ("GASB") principles, and other accounting methods as required for federal and state reporting requirements
- Knowledge of Low-Income Housing Tax Credit (LIHTC) Program is preferred, HUD Housing Choice Voucher, EOHLIC public housing, other relevant HUD/federal/state programs
- Other duties as assigned by the Executive Director, or Director of Operations

Experience working successfully with a diverse population in both individual and group settings required. The candidate must have a bachelor's degree, or a minimum of 3 years' experience working with affordable housing accounting, finance, or a related field. Position involves a high level of contact with the tenants and community. Computer and Internet skills required. Excellent written and verbal skills required as well as a Massachusetts driver's license. Candidates will be subject to a criminal background check. Resumes will be accepted until the position is filled. Please submit a cover letter, resume and three professional references to:

Executive Director  
Watertown Housing Authority  
55 Waverley Ave.  
Watertown, MA 02472

**The Watertown Housing Authority is an Equal Opportunity and Affirmative Action Employer.**