



ACCOUNTING MANAGER (MANAGER 2)

APPLICATION DEADLINE IS TUESDAY MAY 31, 2016 AT 11:59PM

Division: Accounting
Reports to: Controller or Assistant Controller
Location: Nashville, TN
Full-time/Part-time: Full time
Salary Grade: 34
Monthly Salary Range Minimum: \$3,896
FLSA Classification: Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Manages professional accounting tasks of the division, including review and approval of work performed by others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include the following. Other duties may be assigned.

- Directly supervises staff; interviews, makes hiring recommendations, and trains employees; makes assignments and monitors work; develops employee skills and encourages growth and development; reviews and evaluates employee performance; addresses workplace issues and provides guidance, coaching, and disciplinary measures for staff; addresses personnel issues in conjunction with appropriate leadership and the Human Resources division.
- Ensures all accounting and financial reporting functions of assigned areas (bond resolutions, mortgage loans, mortgage servicing, operating account, grant programs, fund accounting or other reportable segments) are performed, including the posting of all applicable accounting entries, preparation of journal entries, various registers, completion of all necessary account reconciliations including reconciliation of bank statements, review of documentation, preparation of any schedules necessary, cash receipts and cash transfers, escrow management, investor reporting, support for monthly fund trial balances, and other related accounting tasks.
- Ensures that the accounts payable functions, including vendor maintenance, voucher entry and approval, 1099 reporting, correcting journal entries, and account reconciliations, are appropriately performed.
- Periodically reviews processes for compliance with various State and Federal regulations or guidelines such as federal grant guidelines for changes that impact accounting and financial reporting of grants, fund accounting as mandated by bond indentures or State law, changes in mortgage loan or servicing requirements, etc., with the objective of maintaining compliance with such requirements.
- Provides financial data to the organization's management as requested so that management may consider such information in the management of such programs.
- Prepares and/or assists in the preparation of the Agency's financial statements (including the notes to the financial statements, management discussions and analysis section, or other sections as applicable) by preparing one or more major sections, performing data analysis in preparation of the financial statements, or other related tasks as assigned.
- Prepares or reviews a variety of professional accounting and other reports such as may relate to financial statements, quarterly and other reports; prepares supporting schedules and documentation for periodic reports.

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- Assists in review of the major accounting system processes; identifies internal control deficiencies; offers recommendations for process improvements that consider both internal controls as well as process flow efficiencies.
- Reviews work performed by other Division staff, and approves as required, based on assignment of the Division's management.
- Prepares special reports for the Controller.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Bachelor's degree in accounting or Certified Public Accountant (CPA) license in good standing.
- One year of management experience.
- Three years of experience in responsible professional accounting work.
- Experience in governmental accounting, accounts payable, grants, mortgage revenue bonds, debt investments, and/or mortgage servicing.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Ability to effectively manage staff.
- Ability to perform professional accounting work of considerable difficulty.
- Ability to apply accounting theory and technique to the solution of varied and complex fiscal problems and to devise workable solutions.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Maintains credibility through sincerity, honesty, and discretion.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; knowledge and skill in use of professional accounting software; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE INSTRUCTIONS

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION