

## **Oklahoma Housing Finance Agency Job Description**

**Job Title:** General Ledger Accountant  
**Department:** Finance  
**Reports To:** Controller  
**Grade:** 13  
**Prepared By:** Deputy Executive Director  
**Prepared Date:** 7/01/01  
**Approved By:** Deputy Executive Director  
**Approved Date:** 7/05/01, Revised 2/10/04, 10/1/04, Revised 4/20/16, Revised 04/09/18,  
Revised 7/29/19

### **SUMMARY**

Responsible for the OHFA general ledger, account reconciliations, payroll, accounts payable, accounts receivable, and providing varied accounting support to the Controller & Deputy Executive Director/CFO and other staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Performs general ledger account reconciliations, including bank accounts, quarterly and year end audits, dependent care and unreimbursed medical, accrued interest and interest income. Assists in the monthly general ledger closing procedures and the generating and distribution of reports.

Performs a complete review of payroll calculations and timesheets for each pay period. Identifies and corrects all payroll problems. Transmits direct deposit, state taxes, federal taxes, and any other related transactions by the required due dates. Prepares withholding, Social Security, W-2s, 1099s and other tax reports as required on a monthly, quarterly and/or annual basis. Be familiar and have experience working and processing computerized payroll and HR systems, preferably Sage Payroll and HRMS.

Performs and/or approves money transfers from Operating, Payroll, HOME, and Housing Trust Fund accounts through the Treasury Source system. Backs up the Treasury Source Coordinator as required. Performs administrative updates as necessary for payroll, general ledger, expense report, and timekeeping software.

Maintains subledger for the Housing Trust Fund loans and accrued interest. Makes appropriate journal entries for all Trust Fund activity. Assists the Housing Development staff with draws, loan payoffs, and balance information.

Maintains the chart of accounts. Maintains and generates recurring journal entries, general ledger allocations and journal entries for prepaids. Assists in calculating cost plan allocations for indirect service centers. Assists with budget preparation and update to Excel and Sage 100 GL.

Maintains investment schedule and documentation for support of purchases and calculation of interest. Prepares journal entries for purchases, maturities, and interest accruals for investments.

Reconciles and generates W-2s for OHFA employees and 1099s for vendors for distribution no later than January 31.

Maintains spreadsheets detailing insurance and retirement costs associated with AFLAC, Leaders Life, EGID, and all retirement plans. Reconciles employer portion and employee monthly payroll deductions to monthly premium/contribution payments. Investigates differences and initiates corrective action.

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Reviews, codes and processes expense reports, invoices and other fiscal documents for payment on a bi-weekly basis. Prints accounts payable checks and sends direct deposit file to bank, and related reports. Be familiar and have experience working and processing computerized Accounts Payable systems, preferably Sage 100. Deposit and/or record (coded and input into GL system correctly) daily cash receipts.

Responsible for doing whatever needs to be done to enhance the overall operations of the Agency on a day to day basis.

Responsible for delivery of exceptional customer service to all external and internal customers by being polite and helpful at all times.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Accounting or a Bachelor's degree with 30 hours of accounting from a four-year college or university and three (3) years of recent progressive accounting experience.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's License

Must be bondable

## **OTHER KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of personal computer (PC) software including spreadsheet, word processing, and general ledger accounting software. Knowledge of accounting procedures and reporting requirements, office

practices and procedures, and office equipment including copiers, calculators, and facsimile machines. Ability to follow established procedures in the creation and maintenance of accounting records. Ability to meet and deal tactfully and courteously with the employees and customers of the Agency. Average typing speed. Ability to establish and maintain effective working relationships with co-workers and the general public.

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### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to finger, handle, or feel. The employee frequently is required to sit and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

### **CHARACTER TRAITS:**

Dependability

Initiative

Thoroughness