Housing Senior Accountant - closing 11/20/26
Salary: $81,201.00 - $109,621.00 Salary/year

The main purpose of this position is to manage and perform all accounting functions and responsibilities of the Port Gamble S'Klallam Housing Authority. This person will prepare reports and manage the budget in accordance with the Housing Authority's established policies, procedures, and deadlines. This position is a non-exempt, full-time position that leads and directs Housing Accounting support staff.

Job Duties:

Finance & Accounting Management

- Responsible for all accounting supervision, management, and approval of Accounts Payable and payroll for the Housing Authority.
- Responsible for all accounting of the low-income housing tax credit LITHTC projects, I and II, including accounts receivable, cash management and general ledger. Process deposit posting from tenant software to accounting software. Import all charges, adjustments, and deposits for the entity. Provide financial information for State reporting and provide Web Based Annual Reporting Systems financial data when required.
- Prepares accurate and timely financial reports, as needed, for Housing staff, Executive Director, board of Commissioners, Tribal Council and Federal and State Agencies.
- Represents Housing at Finance Team meetings.

- Prepare, evaluate and manage to ensure effective scheduling, reconciliation, and month end closure processing for accounts payable, accounts receivable and payroll.

Accounts Receivable, Tenant & Homebuyer Accounting

- Maintains tenant accounts, posting charges and adjustments, and prepares monthly statements for tenant accounts receivable.
- Prepares amortization schedules, including calculation of principal and interest, for homebuyer contracts.
- Prepares semi-annual statements for homebuyers showing principal and interest and pay-off balances on homes.
- Audits tenant and homebuyers' information in accounting software and tenant software, including tenant and homebuyer charges, payments and adjustments.
- Reviews tenant payments received through payroll deduction and process entry into accounting software/tenant software ledger.
- Perform monthly reconciliations of accounts in accounting software/tenant software subledger.

Payroll, Benefits & Tax Reporting

- Ensure payroll processing, including review of timesheets, tracking leave balances, processing direct deposit, and maintaining employee timekeeping files. Maintains employee benefits and deductions.

- Ensures the preparation and submittals of reports to WA state Employment Security and the Internal Revenue Service regarding employment and contracting activities.
- Prepares all tax statements (W-2s, 1099s and 1098s Mortgage Interest, etc.)
- Works closely with LIHTC compliance managers to ensure proper filing of Tax Credit site taxes.

Grants, Budgeting & Federal Reporting

- Prepares financial grant reports as required by state and federal agencies.
- Assists the Executive Director with preparation of the annual Indian Housing Plan and budget.
- Prepares federal grant drawdowns, as needed, and submits to Executive Director.
- Provides up to date monthly financials to the Board of Commissioners and provides them with financial and budget training as needed.

Banking, Cash Management & Reconciliations

- Prepares monthly bank account reconciliations and submits to Executive Director for approval, then provides a copy to Port Gamble S'Klallam Chief Financial Officer.
- Monitors bank balances and recommend transfer of funds or draws as needed.
- Reconciles change fund and petty cash fund, and replenish the petty cash fund, when needed.
- Prepares bank deposits and reconciles cash receipts.

- Assists the Executive Director as needed with Bank Account and Signing Authorizations.

Contract Administration & Compliance

- Performs screening of contractors and subcontractors, maintains contract registers, reviews contract pay requests for compliance with the terms of the contracts.
- Manage and train maintenance/construction staff for Sage Project Management.

Software Administration & Systems Management

- Maintains accounting software and tenant software programs. Communicates issues with the software provider and provides training to Housing staff on new features and troubleshooting existing features.
- Set up accounting software, software updates, coordinate with Information Technology and software consultants for efficiency improvements, maintenance, set up and training.
- Manages accounting and tenant software. Communicates issues and trains staff.
- Help set up new forms, financial policies, or new accounting systems.

Supervision, Training & Leadership

- Manage, supervise, and train Accounts Payable Clerk.
- Maintains accounting software and tenant software programs. Communicates issues with the software provider and provides training to Housing

staff on new features and troubleshooting existing features.

- Manage and train maintenance/construction staff for Sage Project Management. Manages contract compliance.
- Manages accounting and tenant software. Communicates issues and trains staff.

Administrative & Professional Development

- Prepare and update a detailed checklist of duties and responsibilities for this position.
- Attend and participate in accounting staff meetings.
- Attend continuing training and education to fulfill job requirements.
- This position is eligible for routine remote work of up to one day per week. The schedule must be discussed with and approved by the Executive Director and may be subject to change depending on role and department need.

Qualifications:

- Bachelor's degree preferred. AA Degree required in an accounting related field is required.
- A minimum of 4 years working as a lead accounting role is required.
- Documented previous experience or certification with Low Income Housing Tax Credits, or the ability to be certified within 6 months of hire.
- Possess clear understanding of Generally Accepted Accounting Principles (GAAP). Prior experience working with fund and cost accounting preferred.

Ability to learn and follow the Housing Authority'saccounting policies and procedures.
- Ability to interact with staff, benefits providers, and others in a professional manner in person, in writing, on the telephone, while working as a cooperating team member.
- Ability to use standard office equipment; computers, printers, 10-key calculator, photocopier, scanner, and fax.
- Possess advanced computer skills with the ability to operate accounting software in use within the Housing Authority.

Requirements:

- Regularly required to use hands to finger, handle or feel and talk or hear.
- Frequently required to walk, sit, stand, and reach with hands and arms.
- Occasionally required to lift and or move up to 25 pounds.
- Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to work independently, with little to no supervision.
- Ability to make responsible financial recommendations.
- Ability to make policy and procedural recommendations.
- Ability to understand federal grant reporting requirements.
- Ability to attend financial and other housing-related training.
- Washington State Driver's license and provide proof of valid insurance.

Travel Requirements:

Local, statewide, and out of state travel is required.