

Accountant

Brief Job Description

The mission of the Department of Neighborhood Development (DND) is to make Boston the most livable city in the nation by working with communities to build strong neighborhoods through the strategic investment of public resources. DND oversees programs that create and preserve affordable housing, support homeowners and renters, provide housing and services to homeless individuals and families, and dispose of city owned property.

DND has an annual budget of approximately \$120 million from a variety of sources, including loan repayments, property license fees, developer contributions and federal grants. The DND Finance Unit manages the department's finances and ensures revenues and expenditures comply with applicable federal, state, and city laws and regulations.

Under the supervision of the DND Controller or Designee, the Accountant is responsible for collecting revenue, processing financial transactions, preparing financial reports, and maintaining schedules and records in accordance with Generally Accepted Accounting Principles (GAAP) and the Sarbanes-Oxley Act.

Responsibilities:

- Processes and tracks the drawdown of federal grant revenue from the U.S. Department of Housing and Urban Development (HUD) using HUD's Integrated Disbursement and Information System (IDIS).
- Tracks and collects other departmental revenue, including Inclusionary Development Policy (IDP) payments and property license/rental revenue.
- Prepares and processes monthly payroll and fringe benefit allocations.
- Performs quarterly reconciliation of the Department's financial records with the City's PeopleSoft Financial System and IDIS.
- Maintains various financial schedules and ledgers.
- Reconciles all transactions in bank statements against cash reports monthly.
- Prepares financial reports required by HUD and assist with annual audits.
- Prepares personnel and other chargebacks to other City Departments.
- Ensures departmental revenue ("program income") is properly recorded in IDIS and PeopleSoft.
- Reconciles various escrow bank accounts.
- Processes reimbursements.
- Processes expenditure and budget transfers in PeopleSoft.
- Performs related duties as required.

Minimum Entrance Qualifications:

- Applicant must have at least four (4) years of work experience in the accounting field required, with at least one year of experience in governmental, grant or fund accounting preferred.
- Bachelor's degree in Accounting, Finance, Business Administration or related field preferred.
- Appropriate educational substitutions may be made.
- Demonstrated knowledge of financial management systems, including the City's PeopleSoft system, financial software and Microsoft Office (Word, Excel, Access, PowerPoint) strongly preferred.

- Knowledge of federal grant accounting and cost allocation procedures strongly preferred.
- Strong communication, organizational & interpersonal skills. Ability to exercise good judgment and focus on detail required by the job.

BOSTON RESIDENCY REQUIRED

Terms: Union/Salary Plan/Grade: SEIU 888/N-21
Hours Per Week: 35

Please refer to the Salary Information section on the Boston Career Center site for more information on compensation. For each Salary Plan, salaries are listed by Grade and Step.

Application Deadline is March 21, 2021

Link to apply is here:

<https://city-boston.icims.com/jobs/19291/accountant/job?hub=8&mobile=false&width=1200&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>