

## **JOB POSTING**

### **MANAGER OF ACCOUNTING**

*Under the supervision of Chief Financial Officer, the Manager of Accounting is responsible for independently resolving complex financial problems as they relate to a diverse portfolio of financial programs administered by the Indianapolis Housing Agency (IHA).*

#### Responsibilities include:

- Providing technical advice and guidance on financial operations including evaluating the financial performance of assigned operations
- Ensuring adherence to established financial policies and procedures
- Reviewing monthly reconciliations of the general ledger asset and liability accounts
- Preparing year end adjusting entries and GAAP entries to the general ledger
- Preparing monthly financial reports for all entities
- Preparing annual FDS submissions
- Overseeing annual budget preparation
- Overseeing and monitoring general ledger postings
- Preparing appropriate tax returns
- Supervising Finance Department staff when required
- Other Duties as assigned

#### Minimum Qualifications:

- Certified Public Accountant (CPA) or CPA exam candidate with a Bachelor's degree in Accounting from an accredited college or university along with a minimum of four (4) years of accounting experience, or an equivalent combination of education and experience to successfully perform the requirements of the job.
- Comprehensive knowledge of HUD public and assisted housing programs
- Knowledge of microcomputers, data processing and departmental procedures, including extensive knowledge and skills in operating computer equipment and general office machines
- Prior supervisory experience required
- Must be a resident of, or willing to relocate to Marion County

**For consideration, please contact, or send resume to:**

*Indianapolis Housing Agency  
Human Resources Department  
1919 N. Meridian St.  
Indianapolis, IN 46202  
Email: [jobs@indyhousing.org](mailto:jobs@indyhousing.org)  
Job Line: (317) 261-7232  
Fax: (317) 261-7176*

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