

**VERMONT HOUSING FINANCE AGENCY  
JOB DESCRIPTION**

**JOB TITLE:** Staff Accountant  
**Reports To:** Controller  
**Job Grade:** 23

**Date Created:** October 7, 2019  
**Last Reviewed:** December 12, 2023  
**Last Revised:**

**SUMMARY OF POSITION:**

The Staff Accountant is responsible for the Agency's accounts payable and daily cash receipts functions and participates in quarterly closing activities. Specific responsibilities include, but are not limited to: review, classification, and input of vendor invoices for all programs/funds; generating cash disbursements using Mitas, the Agency's accounting system; reconciliation, recording and transmitting of daily cash receipts for deposit; annual preparation of 1099/1098s; maintain various worksheets, detail schedules and trial balances in support of the monthly, quarterly, and annual closing processes. Serve as backup for some functions of the Mortgage Loan Analyst.

**SPECIFIC RESPONSIBILITIES:**

1. Accounts Payable responsibilities, including:
  - Receive vendor invoices and review for proper approval, accuracy, and account coding
  - Set up new vendors, and input invoices using Mitas accounts payable subledger
  - Enter Acquired Home expenses on loans in Direct Servicing, and sweep into AP
  - Generate check runs and distribute checks for all programs/funds
  - Maintain related journals, vendor database, and electronic invoice files
  - Upload AP backup into the document management system in Sharepoint
  - Perform the Acquired Home reconciliation and checking account reimbursement
  - Upload positive pay file to TD Bank eTreasury
2. Perform the daily cash receipts function, including coding, input, deposit and ACH transfers of various Agency receipts, including IORTA check processing. Review, approve, and transmit direct service mortgage payments. Reconcile direct serving payments to the SF direct servicing cash in transit GL account.
3. Book SF and MF direct servicing customer ACH payments in Mitas. Transfer Principal and Interest to trustees and record the transactions.
4. Perform functions related to the monthly and quarterly closing processes and reporting, including, but not limited to:
  - Posting standard journal entries
  - Preparing support schedules including, but not limited to:
    - Fixed Assets analysis
    - Prepaid expenses reconciliation
    - Escrow analysis
    - Payroll journal entries and reconciliation
    - Suspense analysis
    - Reconcile FHLB Cash Account
    - Update FHLB Debt Schedule
  - Complete monthly servicer reconciliations for the Agency's smaller servicers as backup.
  - Balancing and analyzing trial balances for General Fund Special Funds including: Escrow, HAP, DMI, and SFPT
  - Prepare quarterly vouchers payable reconciliation. Create fiscal year-end detailed accounts payable listing from review of subsequent disbursements.
5. Monitor General Fund Operating Fund cash balances. Prior to each check run, ensure that there is sufficient balance in the account or if funds need to be drawn from a Line of Credit. Monitor Acquired Home cash balance, verify requested transfer from Single Family and Multiple Purpose Series have been deposited, confirm there is sufficient balance in the account prior to check runs.
6. Responsible for the accurate preparation and timely mailing of 1099s & 1098s information returns to the IRS. Work with other Agency departments to gather relevant underlying information.

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7. Serve as backup for Mortgage Loan Analyst. Functions may include, but are not limited to:
  - Calculating/quoting SF payoffs
  - Processing loan discharges
  - Post Direct Servicing payments
  - SF ACH - review funds were received , post to the loan in Direct Servicing and review reports
  - Post MF ACH payments
  - Process EDI files from DMI and send support to trustees
  - Daily DMI Remittance to BNY and WT
8. Develop, and maintain accurate documentation for all position functions.
9. SF Pass through reconciliation and Direct Servicing ACH transfers
10. On a daily basis record prior day bank transactions, and resolve any exceptions.
11. Prepare financial statements for Chittenden County Homeless Alliance.
12. Track HRA/FSA payments on a monthly basis and ensure accuracy of charges and balances.
13. On a monthly basis, create interest bills for VHFA construction loans.
14. Support the preparation of annual financial statements, including footnotes and reclass entries.
15. Perform special research projects and other functions as assigned.

**SUPERVISES:** N/A

**EDUCATION REQUIREMENTS:**

- ◆ Minimum two year business or accounting degree.

**JOB KNOWLEDGE AND EXPERIENCE:**

- ◆ One year of experience with accounting software, including accounts payable preferred.
- ◆ Proficiency in Microsoft Office products (Outlook, Excel, and Word) required.
- ◆ Experience with fund accounting preferred.
- ◆ Experience working in a Sharepoint environment preferred.

**GENERAL JOB QUALIFICATIONS:**

- ◆ Excellent written and verbal communication skills.
- ◆ Organization, attention to detail, and high level of accuracy are required.
- ◆ Work well independently and as a team member.
- ◆ Manage multiple priorities.

**ACKNOWLEDGMENT**

I have read the above job description. I understand the duties and responsibilities of the position.

**Print or type your name:** \_\_\_\_\_

**Sign your name:** \_\_\_\_\_

**Date:** \_\_\_\_\_