

VERMONT HOUSING FINANCE AGENCY JOB DESCRIPTION

Job Title: Staff Accountant
Reports To: Controller

Date Revised: May 20, 2026
Job Grade: 23

SUMMARY OF POSITION:

The Staff Accountant is responsible for the Agency's accounts payable and daily cash receipts functions and participates in monthly/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:
 - Review vendor invoices uploaded to Sharepoint and review for proper approval, accuracy, and account coding
 - Set up new vendors, and input invoices into 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
 - Process construction loan advances and ensure that bond funds are transferred when necessary
2. Perform daily cash receipts functions, including coding, input, check deposits 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
 - Balance and analyze trial balances for General Fund Special Funds including: Escrow, DMI, and SFPT

**VERMONT HOUSING FINANCE AGENCY
JOB DESCRIPTION**

- 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 transferred from another account or 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.
 7. Review and reconcile Federal and State program revenue and expenses, book appropriate entries and prepare and submit invoices to the state of Vermont or relevant federal entity.
 8. Reconciliation and processing for Dovenmuehle
 9. Act as backup for Financial Analyst/Compliance Specialist for EDI file
 10. 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
 - Complete monthly servicer reconciliations for the Agency's smaller servicers
 11. Develop, and maintain accurate documentation for all position functions.
 12. SF Pass through reconciliation and Direct Servicing ACH transfers
 13. Prepare financial statements for Let's Build Homes.
 14. Track HRA/FSA payments on a monthly basis and ensure accuracy of charges and balances.
 15. Create monthly interest bills for construction loans and distribute to relevant individuals.
 16. Reconcile, review and maintain all Accounts Receivable
 17. Support the preparation of annual financial statements, including footnotes and reclass entries.
 18. Perform special research projects and other functions as assigned.

SUPERVISES: N/A

EDUCATION REQUIREMENTS:

Associate's Degree PLUS at least 4 years of equivalent work; OR Bachelor's Degree

JOB KNOWLEDGE AND EXPERIENCE:

- Experience in accounting and bookkeeping required.
- Experience with fund accounting preferred.

**VERMONT HOUSING FINANCE AGENCY
JOB DESCRIPTION**

- Experience working in a SharePoint environment preferred.

GENERAL JOB QUALIFICATIONS:

- Excellent verbal and written communication skills.
- Demonstrated ability/aptitude to work with numbers.
- Manage multiple, and potentially shifting, priorities.
- Proficiency with Microsoft 365 Suite required.
- Aligned with [VHFA's VIIBE](#): Agency Values of Integrity, Innovation, Belonging, Equity.
- Ability to work well independently, as part of a team, and with a wide variety of community members and partner agencies.
- This position is currently hybrid in nature. There is a requirement of in-office work at least 2 days per week. Otherwise, at the supervisor's discretion, the employee has the option to work in the office and/or remotely once trained. The employee will be required to work in the office upon the supervisor's request and to attend required Agency in person meetings.

ACKNOWLEDGMENT:

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

Print or type your name: _____

Sign _____ **Date:** _____