



SEPT 2026
FLSA: EXEMPT
CONFIDENTIAL POSITION

HOUSING SUBSIDY ACCOUNTING OFFICER

DEFINITION

Under general supervision, performs professional accounting work, including providing audit support; analyzing and verifying fiscal records and reports; preparing and reviewing financial reports; and reconciling general ledger accounts. This position prepares year-end audit supporting schedules and performs related work as required. The Housing Subsidy Accounting Officer will primarily be assigned work related to the federally funded housing subsidy programs (including Housing Choice Vouchers, Project Based Vouchers, VASH, FUP, Restore-Rebuild (formerly known as Faircloth to RAD, Shelter Plus Care and Mod Rehab, etc.) but will perform general accounting work for the Agency as well.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Executive Director or Chief Financial Officer/Director of Finance or Controller/Assistant Director of Finance. May provide technical and functional supervision of lower-level staff.

CLASS CHARACTERISTICS

This is a single position classification that performs complex finance and accounting duties. This class is distinguished from the Controller, in that the latter performs higher-level accounting work of a more complex nature, with more management responsibilities. This class is further distinguished from the Accounting Specialists in that the Housing Subsidy Accounting Officer is responsible for more complex and higher-level accounting functions with a focus on housing subsidies and exercises a higher level of discretion and independent decision-making.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides professional and technical assistance in the administration and implementation of the Housing Authority and its housing subsidy programs.
- Collaborates with and the Data and Policy and Housing Programs department staff to set up methods to manage and monitor subsidy and administrative fee budgets and accounting.

- Coordinate the Housing Assistance Payments (“HAP”) run schedule and HAP runs with the various departments to ensure on-time, accurate payments to landlords and utility reimbursements to participants.
- Review all HAP disbursements, adjustments, and recoupments for accuracy before giving authorization to process. Maintain comprehensive supporting documentation for every payment and adjustment to ensure a clear audit documentation trail.
- Perform monthly reconciliations of landlord, portability agency, and participant aging payable accounts; proactively resolve discrepancies.
- Monitor and Update HUD’s Two-Year Tool to track leasing trends and expenditure patterns. Identify potential funding shortfalls or surpluses in the next several years based on trends and assumptions and recommend corrective actions to the Director team.
- Track HUD held HAP and administrative fee reserves, including requesting HUD disbursement if necessary.
- Ensure all financial data is accurately prepared for Voucher Management System (VMS) and other HUD-required reporting. Ensure data is submitted ahead of the monthly HUD deadline. Annually, will reconcile HAP amounts to the HUD financial data submission. May involve working with a consultant.
- Act as the primary financial contact between the Housing Programs department and the Finance department.
- Participate in the monthly reconciliation by the Property Operations department and third-party management company of the subsidy received by AHA and its affiliates. This may involve working with a consultant.
- Ensure timely submission of financial reports and budgets for all subsidy related programs.
- Monitor graduation and forfeitures of the Family Self Sufficiency Program, including allocations of interest.
- Prepares and reviews monthly financial statements of costs as assigned and prepares monthly reporting back to business lines. Calculates and reconciles HAP and administrative fees and ensures accrued costs are in the proper period pursuant to legal documentation.
- Complete all draw requests in HUD’s eLOCCS system and reimbursement request with the County of Alameda for Shelter Plus Care Funding
- Ensures sufficient documentation for audit purposes. Maintains financial files and program agreements.
- Maintains all project financial files and statements, and provides them to auditors, investors, lenders, development partners and external stakeholders as needed.
- Prepares a wide variety of financial reports, including year-end reporting, budgetary reports, assisting in the preparation of legal documents and management analyses.
- Monitors expenditures, revenues, and budget allocations to determine the financial status of real estate projects; prepares custom reports, graphs, and schedules as needed.
- Prepares journal entries and reconciles the general ledger as needed.
- Interprets, explains, and applies general and governmental accounting (GASB) and financial accounting (FASB) accounting and procedures, laws, and regulations affecting the financial operations of municipal government.

- Participates in and assumes responsibility for various departmental programs including financial statements, general ledger, monthly statements, and special projects accounting; conducts and prepares special studies and reports.
- Assists with purchase orders and accounts payable system, audit support and financial analysis, and special ad hoc reports.
- May provide guidance and work direction to accounting support staff in processing accounting transactions.
- Assists in the coordination of program audits.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of accounting.
- May provide lead direction and technical guidance to staff for their assigned functional area; may serve in a supervisory or lead capacity, including assigning and reviewing work, providing guidance and input on work performance, providing training, and conduct or participates in performance evaluations.
- Performs other duties as assigned.
- **Notice:** This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. The Housing Authority of the City of Alameda reserves the right to change, add, delete, upgrade, or downgrade the position as dictated by business necessity at any time with or without notice.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to public agency operations.
- Thorough knowledge of HUD HCV financial regulations, including Two-Year Tool management, and VMS reporting.
- Ability to prepare accurate financial statements, perform reconciliations, and interpret complex financial data.
- Strong analytical skills for identifying trends and forecasting funding needs.
- Working knowledge of various legal entities (non-profit corporations, limited partnerships, and limited liability companies).
- General principles and practices of data processing and its applicability to accounting and public agency operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to public agency financial operations. Knowledge of PIH notices pertaining to the federal housing program.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software.
- Knowledge of financial accounting database programs, preferably Yardi or related software.

- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Housing Authority staff.
- Basic principles and practices of employee supervision, including work planning, assignment, review and evaluation, training, and performance management.

Ability to:

- Analyze financial data and draw sound conclusions.
- Prepare accurate, clear, complete, and concise financial statements and reports.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Independently research issues by consulting appropriate departments or file documents in order to make a recommendation on proper recording of accounting entries.
- Make accurate arithmetic and financial computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Prepare clear, complete, and concise financial statements and reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Supervise, train, plan, motivate, and evaluate the work of assigned staff; effectively organize and direct the work of others to achieve program and organizational goals.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field and two (2) years of responsible professional public accounting experience. Three (3) years of housing subsidy programs accounting experience and supervisory experience preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment. Must be able to be insured under AHA's owned automobile insurance policy.
- Certification as a Certified Public Accountant in the State of California is highly desirable, or has passed the Uniform Certified Public Accountant examination.
- Other certifications pertaining to the voucher program, including NARHO's Certified Specialist of Housing Choice Vouchers, are desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.