**GENERAL SUMMARY**

General ledger accounting through financial statement preparation for MFA programs or functions. This includes: establishing accounts payable processes and managing the accounts payable function; reviewing the reconciliation of cash and investments; acquiring working knowledge of the general bond resolutions; preparation of journal entries and reports as required; analysis of financial data and support of annual audit.

Manage assigned daily accounting operations and supervise staff.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

* Supervises employees, which includes prioritizing and assigning work; conducting performance evaluations; ensuring employee is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
* Manage the Accounts Payable, General Ledger Reconciliations and Records Retention functions of the department to ensure the efficient daily operation, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, software systems, best practices, standards and/or service; ensures compliance with federal, state, and local laws, regulations, codes and/or standards.
* Maintain personnel timecards.
* Oversee Accounts Payable and reviews the annual 1099s and Escheatment processes. Reviews Accounts Payable travel reimbursements and general ledger coding.
* Manage company credit card systems and interfaces to general ledger.
* Accurately prepare and/or review reconciliations for assigned accounts. Research and identify corrections to clear reconciling items. Manage reconciliation assignments and update Recon-Checklist.
* Prepare and review reports as required.
* Manage and implement accounts payable system conversions and enhancements.
* Responsible for records retention for the Accounting department.
* Prepares and reviews audit schedules by specified deadlines.
* Performs other related duties of a similar nature and level as assigned.
* Interacts with MFA Staff, Auditors, trustees and vendors.
* Employees are required to comply with safety regulations, procedures, and protocols.

**MINIMUM QUALIFICATIONS**

**Education and Experience**

Bachelor’s degree in Accounting and three years’ experience managing general ledger functions and accounts payable, preferably in public accounting or in banking, mortgage banking or the mortgage servicing industry. Ten years directly related to experience will be considered in lieu of education.

**Conditions of Employment**

* Three years supervisory experience preferred.

**KNOWLEDGE, SKILLS, and ABILITIES**

* Strong knowledge of accounting theory, fund accounting, and generally accepted accounting principles
* Working knowledge of General Ledger accounting and reporting
* Must possess strong analytical skills
* Multi-task oriented
* Maintain confidentiality
* Dependable self-starter
* Supervise and evaluate employees
* Prioritize and assign work
* Train, orient, and manage personnel
* Work independently
* Apply listening and interview skills, work under pressure, address conflict, solve problems
* Read, analyze, and interpret standards, policies, procedures, and regulations
* Develop and write reports, policies, and correspondence
* Handle common inquiries or complaints
* Effectively present information and respond to questions from customers, employees, and visitors
* Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
* Exercise good judgment and focus on detail as required by the job
* Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
* Use (or learn to use) computer software and systems applicable to the position
* Follow oral and written instructions and procedures
* Collect, organize, and interpret data and prepare accurate records
* Meet schedules and deadlines of the work unit
* Communicate in English effectively orally and in writing
* Adapt to changes in work situations and priorities
* Establish and maintain constructive and cooperative interpersonal relationships with employees, peers, supervisors, or managers in the work unit and other departments, as well as with employees of outside entities and other individuals, as applicable to the essential duties and responsibilities

**NON-NEGOTIABLES**

* Provide high level of quality service to external as well as internal customers 100% of the time
* Promote a team environment 100% of the time
* Positive support of management decisions
* Dependable and productive
* Good communication and interpersonal skills
* Shows initiative and works independently
* Produces quality work products
* Exhibits adaptability and flexibility

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed in a standard office or indoor environment. Essential functions are regularly performed without exposure to adverse environmental conditions; however, employees may be exposed to minor inconveniences such as occasional noise, exposure to computer screens, crowded working conditions, and/or minor heating, cooling or ventilation problems.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Sedentary Work:** Performing the essential functions typically requires exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently. The work involves sitting most of the time.

The work typically involves talking, hearing, and seeing; keyboarding, typing, and use of a computer monitor; moving and organizing papers and other light office materials; filing and retrieving documents; and similar sedentary office work.

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*MFA is an Equal Opportunity Employer.*

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| --- | --- |
| **Employee’s Signature:** |  |
| **Date:** |  |
| **Supervisor’s Signature:** |  |
| **Supervisor’s Title:** |  |
| **Date:** |  |

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| --- | --- |
| **Date created:** | 2/12/21 |
| **Dates revised:** | 11/30/22 |