



Housing Authority of the City of Danbury
2 Mill Ridge Road
Danbury, CT 06811

SENIOR ACCOUNTANT

POSITION SUMMARY

This position is responsible for performing the accounting and analysis for the Authority. As part of the Authority's Accounting Department the Senior Accountant is responsible for maintaining the general ledger in accordance with United States generally accepted accounting principles and in compliance with Federal and State regulations. This is an opportunity for professional growth within the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Prepare and analyze financial reports, journal entries, maintain and reconcile ledger accounts.
- Month end and quarterly closing (e.g. balance sheets, income statements and cash flow statements)
- Prepare monthly and quarterly financial performance reports for Management
- Participate in annual financial audits by serving as a company liaison with auditors
- Responsibility for special Accounting projects
- Perform analyses of inventory activity
- Ensure all Authority activities projects are covered by valid, binding contracts

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree in Accounting, CPA Preferred
- 5+ years progressive accounting experience in accounting, preferably in the government sector
- 2 years of experience in public accounting
- Ability to work independently and manage multiple projects and deadlines
- Strong computer aptitude, which includes expertise with accounting and property management software
- Strong Microsoft Excel, Word and PowerPoint skills
- Strong organization, oral and written communication skills
- Analytical skills with particular attention to detail