

AUGUST 9, 2018

JOB TITLE: ASSET & TAX CREDIT ACCOUNTING MANAGER

Under general supervision, controls the Low Income Housing Tax Credit (LIHTC) accounting systems, and prepares internal and external reports including coordination with lenders, equity providers, Housing and Urban Development (HUD) and other funding sources and originators. The employee is responsible for reconciliation of bank statements, balancing ledgers and journals pertaining to LIHTC accounts, including utilizing corporate software for accounting entries and preparing various periodic reports. Work also involves performing various financial and data analytics along with coordinating related asset management functions with other agency staff. Employee must exercise considerable independent judgment, initiative and attention to detail in performing the duties of the position. Employee must also exercise tact and courtesy in contacts with local banking officials, auditors, residents, and consultants. Bachelor's degree in business or accounting and 3 to 5 years of experience in public or LIHTC accounting or comparable experience, CPA license preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Possession of valid driver's license issued by the State of North Carolina and a safe driving record. Reports to the Chief Financial Officer. (This is an exempt position under FLSA).

Closing Date: Open until filled

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. All applicants must apply directly to the main office at 450 N. Church St. We abide by the Drugfree Workplace Act, which includes pre-employment testing.

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