

## HUMAN RESOURCES JOB ANNOUNCEMENT

TO: HACC MAIN OFFICE AND FIELD

DATE: **February 21, 2017**

SUBJECT: JOB OPENING

The Housing Authority of the County of Cook has an opening for a **Senior Financial Analyst-General Ledger**.

If you meet the qualifications (see the attached job description), and wish to be considered for this position, please submit your resume to the Human Resources Department by the close of business on **March 21, 2017**.

Resumes submitted after this date will not be accepted by the Human Resources Department.

Cc: Administrative Management Staff  
Asset Management  
Housing Choice Voucher Program Management Staff  
Main Office Bulletin Boards

**Employer:** Housing Authority Of Cook County

**Job location:** 175 West Jackson Blvd. Suite 350, Chicago, IL 60604

**Job Title:** Senior Financial Analyst – General Ledger

**Job duties:** Under general direction of Controller, responsible for accurate and timely preparation of Board of Directors Financial reports, Account Reconciliations, General Ledger postings, Financial Statements preparations and Multi-family REAC posting and reconciliations, and Assist with year-end audit. Prepare month -end Journal Entries, and post approved entries into the system. Prepare on a timely basis the financial Board of Directors Reports and ensure accuracy of the reports. Prepare and process voucher revenue billings and J/E transactions into the general ledger. Prepare Surplus Cash calculations and reconciles the Net Restricted Cash calculations for the various properties programs. Assist with Tenant accounting refunds and reconciliations of receivables. Prepare various reconciliations of General Ledger balances. Executes special projects as assigned. Process cash transfer among the various bank accounts and upload Bank information into the Accounting system. Revises policies and procedures to maintain compliance. Ensures HUD regulations are followed. Performs all duties in accordance with Authority policies.

**Job Requirement:**

Master's degree in accountancy, accounting or closely related field

**Apply to:** Housing Authority Of Cook County, 175 West Jackson Blvd. Suite 350, Chicago, IL 60604, Attn: HR