

POSITION DESCRIPTION

AGENCY/DEPT ID HFA 400000

DIVISION OR INSTITUTION
Finance

UNIT OR OFFICE
Single Family

COUNTY OF EMPLOYMENT
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)

SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER
20067296

JOB TITLE
Bond Account Coordinator

JOB CODE
66244

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Bond Account Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20067355 Single-Family Accounting Manager (Admin Staff)

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt
 If FLSA Exempt, exemption type:

Bargaining Unit 14
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:00am TO: 5:00pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	<p>special accounting reports (e.g., financial schedules and tables prepared for use in Trust Indenture and Official Statement related to bond issuance or refunding); establishes procedures for reconciling balance sheet and income statement accounts and for researching discrepancies; troubleshoots highly complex bond program problems; researches bond transcripts to ensure compliance with governmental regulations; prepares accounting footnotes to the annual audited financial statements; prepares reports associate with bonds issued and outstanding required by the Ohio Housing Finance Agency (OHFA), external auditors and/or governmental authorities.</p> <p>Meets with and/or telephones bank trustees, loan master servicer, or other external agency partners to clarify and resolve highly complex and sensitive differences identified during reconciliation process; responds to public inquiries (e.g., bondholder inquiries) of agency bond programs; assists lower-level bond accountants in reviewing single family mortgage revenue bond programs; attends or oversees in-service training and staff meetings.</p> <p>Customer Service Standards: Adheres to Customer Service Standards set forth in the OHFA Team Handbook when interacting with those who use our services and programs and our co-workers. Makes internal and external customers and their needs a primary focus of actions. Develops and sustains productive customer relationships.</p> <p>Adheres to OHFA's Strategic Plan when working with staff, leadership, external organizations & the public of diverse, socioeconomic, cultural, race & ethnic backgrounds.</p>	<p>Knowledge of: 4, 8a, 9a, (11a) Public Relations, 11b, 13b*, 14, 17, K2*; Skill In: 25b, 29; Ability to: 30l, 31e, 32r, 33e, 34c, 34f.</p> <p>(*) Developed after employment</p>

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Bill Beagle/ga

09/11/2025