



<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID HFA400000		
DIVISION OR INSTITUTION Operations	UNIT OR OFFICE Finance	COUNTY OF EMPLOYMENT Franklin		
<i>This row is for Information Technology classifications ONLY</i>	PRIMARY TECHNOLOGY (IT ONLY)	SECONDARY TECHNOLOGY (IT ONLY)		
<i>This row is for Program Administrators &amp; Project Managers ONLY</i>	Identify Program or Project	Estimated Duration of Project		
<b>POSITION NUMBER</b> 20067279  <b>JOB TITLE</b> BOND ACCOUNTANT 2  <b>JOB CODE</b> 66244	<input type="checkbox"/> Reclassification	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Update	
			Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION BOND ACCOUNTANT 2	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20067355 Single-Family Accounting Manager (Admin Staff)		
	<input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Classified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt	Bargaining Unit 14
	<input type="checkbox"/> Temporary	<input type="checkbox"/> Unclassified	If FLSA Exempt, exemption type:	Page 2 of 2
	<input type="checkbox"/> Intermittent			
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance		Knowledge, Skills & Abilities
	20	<p>expenditures; analyzes subsidiary ledgers of accounts prepared by lower-level bond accounts; reconciles additional balance sheet and information and income statement accounts to cash receipts and expenditures.</p> <p>Meets with and/or telephones bank trustees or agency representative to clarify and resolve differences identified during reconciliation process: assist higher-level bond accountants in reviewing complex Single Family mortgage revenue bond programs for training purposes as assigned; attends in-service training and staff meetings; assists higher-level bond accountants in preparation of accounting reports or projects. Performs other duties as assigned.</p> <p><b>Customer Service Standards:</b> 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 &amp; the public of diverse, socioeconomic, cultural, race &amp; ethnic backgrounds.</p>		<p><b>Knowledge of:</b> 4, 13b*, 14, 17; <b>Skill in:</b> 25b, 29; <b>Ability to:</b> 30g, 30l, 31e, 32l, 32r, 32t, 33e, 34c, (34f) handle sensitive inquiries from &amp; contacts with officials &amp; general public.</p> <p>*Developed after employment</p>
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
		<i>Bill Bragle/gs</i>	06/01/2026	