POSITION DESCRIPTION

AGENCY/DEPT ID HFA 400000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Finance	Single-Family Accounting	Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY)	SECONDARY TECHNOLOGY (IT ONLY)
This row is for Program Administrators & Project Managers ONLY	Identify Program or Project	Estimated Duration of Project

POSITION NUMBER 20067415

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Bond Accountant 3	20067355 Single-Family Accounting Manager (Admin Staff)

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Bond Accountant 3

JOB CODE 66243

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Under direction of supervisor, acts as an advanced level accountant for the Ohio Housing Finance Agency (OHFA) performing complex program tasks requiring specialized knowledge of bond transactions, To-Be-Announced (TBA) sales, and/or investing activities: creates and updates schedules and financial reporting (e.g., accruals, amortization, depreciation, reconciliations) that are required by external and internal auditors, trustees, bondholders, or government authorities; creates timely reporting to advise staff of potential financial difficulties within the programs; develops accounting, loan, and/or grant systems and policies and procedures (e.g., internal program controls, procedures manual); independently reviews highly complex information (e.g., financial statements, schedules, reports) for single family mortgage revenue bond programs in accordance with governmental and Generally Accepted Accounting Principles (GAAP).	**Knowledge of:** (4) Accounting, (13b) Agency Policies & Procedures (e.g., bond accounting policies & procedures), (14) Government Structure & Process (e.g., GAAP, Government Accounting Standards Board [GASB]), (17) Business (e.g., Finance, Economics, Business Administration), (K2) Vision, Mission & Goals of the Agency*; **Skill In:** (25b) Word Processing (e.g., Microsoft Suite, Innoprise, Docuware, Adobe), (29) Equipment Operations (e.g., computer & other standard office equipment, calculator*); **Ability to:** (30l) define problems, collect data, establish facts & draw valid conclusions, (31h) use statistical analysis, (32bb) comprehend & discuss highly abstract material (e.g., TBA sales), (32r) prepare meaningful, concise & accurate reports, (32t) use proper research methods in gathering data, (33e) gather, collate & classify information about data, people or things, (34f) handle sensitive inquiries from & contacts with officials & general public.
40	Analyzes and reconciles mortgage loan and bond documentation to create detailed reporting schedules of cash, investments, expenses, income, loans, bonds, and accounts payables/receivables: calculates accrued interest, amortizes prepaid mortgage pools, accretion, and loan discounts and/or premiums; develops and maintains automated accounting systems and prepares computer reports and statements of mortgage data (e.g., mortgage backed securities account balances, purchases, payments); prepares special accounting reports (e.g., financial schedules and tables) prepared for use in Trust Indenture and Official	**Knowledge of:** 4, 13b, 14, 17, K2*; **Skill In:** 25b, 29; **Ability to:** 30l, 31h, 32r, 33e, 34f.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Shawn Smith/gs	07/11/2024

POSITION DESCRIPTION

AGENCY/DEPT ID HFA 400000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Finance	Single-Family Accounting	Franklin
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POSITION NUMBER 20067415

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Bond Accountant 3	20067355 Single-Family Accounting Manager (Admin Staff)

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Bond Accountant 3

JOB CODE 66243

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	Statement related to bond issuance or refunding; troubleshoots highly complex bond program problems; researches bond transcripts to ensure compliance with governmental regulations; prepares accounting footnotes for the annual audited financial statements; prepares reports associated with bonds issued and outstanding as required by agency policies and procedures, external auditors, and/or governmental authorities.	
10	Acts as lead and subject matter expert in areas of expertise: communicates with bank trustees, loan master servicer, or other external agency partners to clarify and resolve highly complex and sensitive differences identified during reconciliation processes; responds to public inquiries (e.g., bondholder inquiries) of agency bond programs; attends or oversees in-service training and staff meetings.	**Knowledge of:** 4, (8a) Employee Training & Development, (9a) Lead Work, 13b, 14, 17, K2*; **Skill In:** 25b, 29; **Ability to:** 30l, 31h, 32bb, 32r, (32u) prepare & deliver speeches before specialized audiences & general public, 33e, 34f. (*) Developed after employment
	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. **Diversity, Equity & Inclusion (DEI) Standards:** Adheres to OHFA's Strategic Plan when working with staff, leadership, external organizations & the public of diverse, socioeconomic, cultural, race & ethnic backgrounds.	

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Shawn Smith/gs	07/11/2024