Tennessee Housing Development Agency

ACCOUNTING COORDINATOR

APPLICATION DEADLINE IS THURSDAY, NOVEMBER 12, 2026 AT 11:59PM

Reports to: Senior Accountant
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: K
Monthly Salary Range Minimum: $4,098
FLSA Classification: Non-Exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Performs professional accounting work related to recording, analyzing, and maintaining the financial records of Tennessee Housing Development Agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following:

- Ensures that monetary receipts are appropriately entered into the assigned accounting systems in a timely manner.
- Processes the daily grants billing cycle to record accounts receivable for federal grants.
- Creates journal entries and the supporting documentation to record or correct financial transactions in various accounting systems.
- Performs complex account and system reconciliations/certifications between various systems used by THDA, the State of Tennessee, and/or the General Ledger to identify and correct reconciling differences.
- Records entries for ACH receipts into the accounting system as required in compliance with established procedures and practices.
- Reviews the Accounts Receivable ledger; researches and resolves aged items utilizing knowledge of various federal grant award requirements.
- Prepares and enters statistical journal entries to record the receipt of federal administrative fee revenue.
- Research and reconcile outstanding check items as provided and complete the necessary transactions to clear for bank reconciliation
- Review both new and existing vendor documentation and input this data into the corresponding systems for payment processing
- Retrieve daily federal grant payment data and input payment information in the appropriate accounts payable tracking files
- Research and provide payment data for both external audit requests and internal division inquiries
- Create periodic journal entries between state agencies for payment reimbursement and various services rendered
- Analyze and process complex invoices and the appropriate allocations in the various accounts payable payment modules.
- Assists the Accounting team by performing the duties of other similar positions in the event of staff absence.
- Other duties may be assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- High school diploma or GED.
- One or more years of experience in professional accounting work.

- Associate's degree in accounting, finance or a related field is preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:
- A thorough knowledge of Edison, Microsoft Dynamics SL, and other THDA and/state administrative procedures, or the ability to quickly learn these.
- Strong accounting skills.
- High level of detail and accuracy.
- Good math skills.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Maintains credibility through sincerity, honesty, and discretion.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Proven time management skills; uses time effectively; consistently meets deadlines.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:
The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

BENEFITS: THDA offers an excellent benefits package: medical, dental, vision, and life insurance options; disability insurance; retirement plans; flexible benefit pre-tax accounts for medical, dependent care, transportation, and parking; annual leave and sick leave that begin accruing after the first month of employment; and 11 paid holidays per year. We also offer work-life balance opportunities through alternative work schedules, flexible schedules, and telecommuting.

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PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE APPLICATION INSTRUCTIONS