

## **LEAD ACCOUNTING ANALYST**

**APPLICATION DEADLINE IS FRIDAY, MAY 8, 2026, AT 11:59PM**

**Division:** Accounting  
**Reports to:** Financial Reporting Manager  
**Location:** Nashville, TN  
**Full-time/Part-time:** Full time  
**Salary Grade:** M  
**Monthly Salary Range Minimum:** \$5,100  
**FLSA Classification:** Exempt (03)

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 advanced professional accounting related to recording, analyzing, and maintaining the financial records of Tennessee Housing Development Agency by adhering to the Generally Accepted Accounting Principles.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Prepares the Agency's financial statements (including the notes to the financial statements, management discussions and analysis section, or other sections as applicable) and ensures all sections are complete and accurate.
- Prepares supporting schedules and documentation for periodic reports.
- Ensures financial statements are properly posted in the public domain and in MBS investor portals.
- Prepares a variety of professional accounting and other reports that relate to financial statements, quarterly and other reports.
- Provides financial data to the organization's management as requested so that management may consider such information in the management of such programs.
- Periodically reviews federal grant guidelines for changes that impact accounting and financial reporting of grants, with the objective of maintaining compliance with such grantor requirements.
- Prepares and submits the Agency's annual indirect cost rate proposal.
- Prepares and submits the Agency's quarterly Mortgage Bankers Financial Reporting Form (MBFRF) to Ginne Mae.
- Assists in the review of the major accounting system processes; identifies internal control deficiencies; offers recommendations for process improvements that consider both internal controls as well as process flow efficiencies; may serve as a subject matter expert for one or more professional software systems.

### **MINIMUM QUALIFICATIONS**

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

#### **Education and Experience:**

- Bachelor's degree in accounting or Certified Public Accountant (CPA) license in good standing.
- Three (3) years of experience in responsible professional accounting work and financial statement preparation. Five years 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:**

- Ability to perform professional accounting work of considerable difficulty.
- Ability to apply accounting theory and technique to the solution of varied and complex fiscal problems and to devise workable solutions.
- 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.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- 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; extensive knowledge and skill of professional accounting software.

**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.

**EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER**

**This position requires you to live within a 200-mile radius of our Nashville, TN office.  
The in-office time is one day per week, and upon Management request.**

**To apply, visit our website at [www.thda.org/careers](http://www.thda.org/careers). Note that only on-line applications for positions through this website will be considered.**