

POSITION DESCRIPTION

Title: Accounting Specialist

Reports To: Deputy Director Finance and Management

FLSA Status: Exempt

Summary

Performs a variety of responsible accounting/bookkeeping duties in support of assigned accounting system, function, or program with emphasis on accounts payable, accounts receivable, and maintenance of general and subsidiary ledgers and accounts. The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

Duties and Responsibilities

Process monthly Housing Assistance Payments (HAP).

Sets up direct deposit and direct deposit verification for landlords as requested and in accordance with relevant policies and procedures.

Accepts, codes, and posts receipts, rent payments, portability payments, late charges, work orders, and other relevant documents. Makes copies for distribution to appropriate staff and provides totals and payments to accounts payable personnel for deposit.

Maintains and reconciles a variety of ledgers and accounts for all Programs, examines financial transactions to ensure accuracy, and corrects financial records as necessary.

Works with appropriate Agency personnel in reconciling tenant accounts to ensure credit/debit balances tie to the general ledger and to the computer-generated and manual subledgers.

Reviews bank statements for all bank accounts and perform monthly bank accounts reconciliation.

Collects appropriate data, makes appropriate entries into system to document business transactions, and prepares reports as assigned.

Posts (credits/debits), balances, and reconciles tenant and landlord accounts. Ensures timely updating of system to reflect late rent and prepares late notices.

Subject to approval of Property Managers and/or the Deputy Director, applies/posts resident charges to accounts (e.g., late fee, court cost fee, returned deposit fee, maintenance/move out charges).

Maintains/updates monthly escrow saving data for families in Family Self-Sufficiency (FSS) program and submits to the Community Service Manager and Deputy Director for review.

Prepares Journal Vouchers/written authorization for system or daily and monthly financial transactions, outside of payroll and vendor checks, as an integral part of the audit trail to ensure effective tracking of financial data from the general ledger to the source document.

Assist Deputy Director with budget and cost controls, financial analysis, accounting practices, payroll functions, purchasing, and ensures timely financial and statistical reports regarding Public Housing, Section 8, non-federal funds, and managed projects for management and finance committee use. Analyzes and interprets financial data and recommends changes to improve systems and financial performance.

Assist Deputy Director with the preparation of various regular reports to ensure timely flow of information to the Executive Director and the Board of Commissioners regarding the financial condition of the Agency. Forecasts revenue for the Agency, develops fiscal impact statements, and provides advice on economic development activities.

Develops and maintains an efficient internal auditing system to assure integrity in the use of funds, equipment, materials, and personnel to safeguard the Agency's funds and property.

Prepares timely and accurate required reports for HUD, including but not limited to, Voucher Management System (VMS) reports, Financial Data System reports, Capital Project Reports, and other grant required reports.

Processes bi-weekly payroll and update staff salary and benefits changes in Paychex.

May be responsible for prudent investment of Agency funds and maintaining accurate records of all transactions and ongoing effects of investments.

Handles documents on a variety of general financial topics of a highly sensitive nature and maintains confidentiality regarding all documents and information received by or in the possession of the employee.

Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

Undertakes and performs other work-related duties as assigned including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise balance the workload.

Performs other related duties as assigned by the Deputy Director.

Qualifications and Knowledge

A two-year Associate's degree from an accredited college or university in Bookkeeping, Finance, Accounting or closely related field, or two (2) years of progressively responsible experience in bookkeeping, accounting, finance, or closely related responsibilities.

Good knowledge of GAAP, basic bookkeeping principles, recordkeeping procedures, budgeting, cost allocation, auditing, and financial reporting.

Ability to determine, calculate, tabulate, or summarize data/information and includes performing subsequent actions in relation to these computational operations.

Ability to establish priorities in workload and to assure continuity of work flow.

Ability to establish and maintain effective working relationships with subordinates, co-workers, and persons outside the Agency.

Ability to deal effectively with sensitive and confidential information.

Ability to prepare clear and concise narrative and statistical reports.

Considerable skills in operating appropriate Agency computer equipment, applicable software, and general office machines; including 10 - key by touch.

Valid driver's license and good driving record.

Ability to be covered under the Agency's fidelity bond.

Supervision Given and Received

The employee receives instructions from the Deputy Director. Courses of action, deadlines, and priorities are established by procedure, the Deputy Director, or the employee, depending on the assignment. Routine duties are initiated by the employee without supervisory direction. Instructions to the employee may be general or specific in nature. Problems or situations not covered by instructions are usually referred to the Finance Director for resolution. The employee's work is reviewed regularly for accuracy, completion, and compliance with policies and procedures.

The employee has no supervisory responsibilities.

Guidelines

Guidelines followed by the employee include published laws, regulations, handbooks, financial and accounting standards established through nationally recognized accounting standards boards. If guidelines do not cover a situation, the employee consults the supervisor. Sound judgment, consistency, and accuracy are needed to successfully perform duties.

Complexity

The employee performs a wide variety of related tasks that are routine and repetitive in nature, remaining flexible to adapt to changes depending on circumstances. The employee must identify the work that needs to be done, determine how to accomplish it and coordinate, integrate, and prioritize a variety of tasks or assignments. Routine work is relatively structured and problems may require consultation with the supervisor.

Scope and Effect

The employee's work affects the Agency's credit standing and budget. Successful accomplishment of tasks by the employee can enhance the Agency's ability to provide housing that is decent, safe, and sanitary, and to render adequate services for its residents.

Personal Contacts

The employee has contact with a broad range of individuals including: coworkers, landlords/owners, vendors, and business firms. Personal contacts serve multiple purposes including: giving or gaining information and resolving problems.

Physical Demands

Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eyestrain from working with computers and other office equipment.

Must be able to sit or stand for up to eight hours at a time while performing work duties.

Must be able to bend, stoop, push, and pull in the performance of office-related duties.

Must be able to use fingers bilaterally and unilaterally to operate office equipment.

Must have vision and hearing corrected to be able to perform essential job functions.

Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.

Must maintain punctuality and attendance as scheduled.

Work Environment

Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted, and ventilated.