

**ACCOUNTING ASSISTANT**

**REPORTS TO:** CHIEF FINANCIAL OFFICER

**JOB SUMMARY:** Performs varied accounting, clerical and administrative duties, supporting the administration of housing programs in compliance with Authority policies and Department of Housing and Urban Development regulations. Does related work as required.

**SUPERVISION EXERCISED:** Supervision of employees is not a responsibility of this position; however, an incumbent may assist in the job orientation of new personnel.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** The following represent the major essential and secondary duties of the position; however, they are not intended to be all-inclusive. The Authority reserves the right to change, reassign, or combine job duties at any time.

**ESSENTIAL JOB FUNCTIONS:**

1. Provides administrative, clerical and technical support to the Chief Financial Officer and Accountant; assists in the maintenance of financial records of the Authority.
2. Maintains records of financial transactions; posts and balances various Authority accounts receivable, receives daily cash receipts, and posts under appropriate accounts. Prepares and keeps reports on the status of various accounts receivable and is responsible for the collection of all due and past-due accounts. Prepares or delivers deposits to bank. Prepares and runs Accounts Payable checks weekly.
3. Operates computer; enters and deletes data from computer records to reflect changes in housing assistance. Runs various computer-generated reports and monthly Housing Assistance Payments (HAP) and Utility checks. Prepares and keeps track of all landlord and ownership changes. Assists landlords with questions about Direct Deposit and online HAP Statements. Prepares all letters to landlords and owners for refunds to the Housing Authority for any overpaid HAP and keeps track of all paid reimbursements.
4. Performs computer work related to word processing, spreadsheets, database, scanning, and other computer work as needed. Performs mathematical and statistical calculations; performs comparative analysis of technical data.
5. Assists Accountant with Authority personnel, procurement/purchasing and related matters. Tracks, purchases and maintains adequate inventories of all office supplies. Coordinates staff trainings with registrations, transportation, and computes per diem expenses. May serve as liaison to Authority vendors regarding problems/solutions.
6. Assists in special projects and performs other related duties as assigned.

**SECONDARY JOB FUNCTIONS:**

1. Assists the public and answers inquiries about various aspects of Housing Authority programs including questions involving housing assistance payments. Explains various Housing Authority policies and procedures.
2. May perform other clerical or reception duties as needed.
3. Translation when incumbent has second language skills.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of filing systems and general clerical procedures. Knowledge of general accounting and bookkeeping principles. Considerable skill using computers with emphasis on Microsoft Office products. Skill in operating standard office equipment including keyboard, calculator, scanner, and copy machine. Ability to make moderately complex mathematical computations and tabulations with speed and accuracy. Ability to plan, organize and complete work in a timely manner. Knowledge of business English, spelling, composition and arithmetic. Ability to use initiative and judgment in accomplishing tasks and responsibilities with general instruction. The ability to learn and follow regulations, policies and procedures of the Housing Authority. Ability to maintain confidentiality of tenants and landlords. Ability to work harmoniously with other employees. Ability to work with diverse ethnic and low-income families in a professional manner. Proven written and verbal communication and interpersonal skills. Knowledge of a second language helpful but not required.

**EXPERIENCE AND EDUCATION:**

1. Graduation from high school or possession of GED certificate, supplemented by advanced study in accounting, office or business administration.
2. Two years of progressively responsible clerical, administrative, or accounting experience, including public contact.

Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the work may substitute for the above.