



## **JOB DESCRIPTION**

### **ACCOUNTING TECHNICIAN I**

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#### **SUPERVISION RECEIVED:**

The Accounting Technician shall work under the direct supervision of the Chief Financial Officer and the indirect supervision of the Chief Executive Officer.

#### **SUPERVISION EXERCISED:**

N/A

#### **POSITION CLASSIFICATION:**

Non-Exempt

#### **POSITION SUMMARY:**

To perform a variety of technical accounting duties involving financial record keeping and/or the processing of transactions including accounts payable, accounts receivable and bank deposits. Attention to detail and accuracy will be of utmost importance.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but this should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

#### **POSITION RESPONSIBILITIES:**

1. Handle accounting calls and appropriately forward calls to further assistance.
2. Accept deposits/reports from property staff and enter the remote deposits to the bank. Keep an organized system of the deposits and the paperwork.
3. Back up to receptionist for receiving in, date stamp, and sort all incoming mail and distribute to the appropriate mailboxes.
4. Utilization of housing authority software systems as well as inter-office messaging systems.
5. Back up to receptionist to maintain postage meter.
6. Scanning of files to electronic media.
7. Track utility log for operating subsidy submission.
8. Enter monthly utility readings.
9. Process and enter AP. This will include receiving invoices and PO's, matching them, coding them and entering them into Lindsey/MRI software. Follow up with staff will be necessary for those invoices without purchase orders.
10. Filing paid AP – both paper and electronic files.

11. Roll rents at end of month.
12. Complete tenant adjustments as requested.
13. Reconcile security deposits – process refunds to residents as approved.
14. Monitor and address delinquent accounts in both affordable housing and HCVP.
15. Maintain landlord paperwork.
16. Keep W-9 and insurance certificate files updated.
17. Process collection losses – respond to inquiries regarding collection loss balances.
18. Performs other reasonably related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Strong organizational skills.
2. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
3. Experience with standard clerical procedures.
4. Ability to work modern office equipment including a copier, personal computer, adding machine, and fax machine.
5. Effectively communicate both in writing and verbally.
6. Ability to understand and follow written and oral instructions.
7. Knowledge of excel and word.
8. Ability to establish and maintain effective working relationships with co-workers, residents, and the Department of Housing and Urban Development (HUD); ability to communicate with people from a broad range of socio-economic backgrounds.

### **REQUIRED EDUCATION AND EXPERIENCE:**

Person should have an associate's degree in accounting, business administration or closely related field. A combination of working in an accounting environment and education will also be considered. Prior experience in A/P and A/R is needed.

### **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

- **ETHICS** – Treats people with respect; keeps commitments; inspires the trust of others, works with integrity and ethically; upholds organizational values.
- **PROBLEM SOLVING** – Works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **CUSTOMER SERVICE** – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to request for service and assistance; meets commitments.
- **INTERPERSONAL SKILLS** – Focuses on solving conflict, not blame; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remain open to others' ideas and tries new things.
- **ORAL COMMUNICATION** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions, demonstrates group presentation skills; participates in meetings.

- **WRITTEN COMMUNICATION** – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **TEAM WORK** – Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interest; supports everyone’s efforts to succeed.
- **ORGANIZATIONAL SUPPORT** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- **JUDGEMENT** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **PROFESSIONALISM** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **ADAPTABILITY** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **ATTENDANCE/PUNCTUALITY** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **DEPENDABILITY** – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- **INITIATIVE** – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

This position in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

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Employee’s Signature

\_\_\_\_\_  
Date

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Supervisor’s Signature

\_\_\_\_\_  
Date



**Salary Range:**

**Minimum: \$18.27 per hour**

**Maximum: \$21.81 per hour**