

Accounting and Administrative Assistant

PURPOSE AND SCOPE

To provide accounting support to the Director of Finance and finance department, including tenant accounting. Work frequently requires independent decision making skills. Under the general supervision of the Director of Finance.

PRINCIPAL RESPONSIBILITIES

Accounting

1. Maintain all public housing tenant accounts :
 - a. Post tenant accounting payments and process rent collection procedures. Prepare and file appropriate rent court filings and warrants of restitutions for unpaid rent.
 - b. Setup and monitor repayment agreements.
 - c. Post monthly reoccurring rents. Maintain all resident information regarding changes in resident rents, misc. recurring charges (pet rent), transfers, and move-outs.
 - d. Process utility checks, work order billing and applicable delinquency notices.
 - e. Draft required lease terminations and breach of lease court actions for the Director of Housing. Schedule and attend informal and formal grievance hearings as needed.
 - f. Post security deposit interest semi-annually.
2. Maintain all voucher receivable accounts, post payments and file appropriate terminations with case workers.
3. Maintain write-off binder and perform collection proceedings.
4. Monitor utilities for units in the HACF possession versus tenant possession.
5. Assist in financial data entry
6. Assist in tracking of financial information.

Administrative

1. Assist in front desk support for incoming calls and general information requests.
2. Any other duties as assigned

REQUIREMENTS:

Education: High school graduate with two or more years of college or vocational training in accounting, bookkeeping or equivalent experience.

Experience: One or more years of experience in bookkeeping, accounting or equivalent combination of experience and education. Experience in public agency desirable.

Special Skills: Typing – minimum 45 wpm and working knowledge of Microsoft office products, especially Excel.

RELATIONSHIPS:

Internal: Counsel and work in partnership with all staff to complete duties as assigned.

External: Maintain effective working relationships with residents, Housing Choice Voucher participants and related agencies.

SUPERVISION OF PERSONNEL:

No personnel supervision.