



BESSEMER HOUSING AUTHORITY

Position Description – Accounting Specialist (October 7, 2021 – October 22, 2021)

Position Title: Accounting Specialist	FLSA Status: Non-Exempt
Reports To: Deputy Executive Director	Department/Level: Central Office Cost Center
Salary Grade: 19	Last Updated: July 1, 2019

POSITION OVERVIEW

This is moderately responsible accounting work related to the Authority's accounting and financial reporting function. The incumbent is responsible for supporting the Deputy Executive Director in activities related to accounting and financial reporting for the Asset Management Projects (AMPs), Rental Assistance Demonstration (RAD) Properties, and the Central Office Cost Center (COCC). Reporting to the Deputy Executive Director, this position may be responsible for the maintenance and reporting of the Accounts Payable function. Work assignments are received in the form of specific objectives and performance expectations with minimal direction in day-to-day operations. Duties may be assigned to multiple employees and divided based upon the requirements for separation of duties.

DUTIES AND RESPONSIBILITIES

The statements contained here 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 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. The functions listed are also examples of duties that may be required and in no way imply a contractual agreement between the employer and employee or affect the at-will relationship between the parties.

1. Prepares utility reimbursement checks, reconciles move-out statements, receive and disburse security deposit payments and similar tenant payments related to move-ins, transfers, and move-outs.
2. Responsible for the management of the Accounts Payable system for each AMP, RAD and the COCC. Maintain vendors and ensures any required forms or certifications are properly filed.
3. Receives invoices, verifies receipt of the items or services being billed and verifies source documentation such as purchase order or contract. Obtains approval for payment as defined in policy, codes the invoice to the appropriate budget(s) and account(s).

4. Maintains travel files for all staff and ensures the proper documentation of all payments related to travel or training.
5. Processes payments and issues checks in accordance with the established schedule. Summarizes cash requirements and informs the Deputy Executive Director. Obtains signatures on checks and mails payments for receipt on or before the due date.
6. Processes payments to owners under the Section 8 program. Verifies that HAP registers are consistent with payments. Ensures the proper charge of payments to the appropriate general ledger account.
7. Maintains fixed assets register and coordinates the annual inventory of fixed assets. Maintains spreadsheet of appliances in rental units.
8. Prepares and presents information to the Board of Commissioners as requested by the Deputy Executive Director or Executive Director.
9. Attends professional meetings and training sessions to ensure proficiency in the housing, accounting, and bookkeeping fields, as requested.

REQUIRED KNOWLEDGE AND ABILITIES

1. Knowledge of the structure, operations, policies, and procedures of a Public Housing Agency.
2. Knowledge of the vision, mission, and purposes of the Authority as established by the Board of Commissioners and the Executive Director.
3. Knowledge of Generally Accepted Accounting Principles, directives from the Government Accounting Standards Board, HUD accounting requirements, and specific grant accounting requirements (including requirements for obligations and expenditures).
4. Knowledge of the Authority's programs, budgets, income sources, and reserve accounts.
5. Knowledge of requirements under the CFP and other capital improvements funding sources, including planning, obligations, expenditures, and reporting.
6. Ability to organize work and ensure the timely collection of receivables as well as the timely processing of payables.
7. Ability to understand budgets for each program and understand the internal charge system for project-based accounting.
8. Ability to present ideas and information in a clear and concise manner, both orally and in writing.
9. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, professionals, residents, HUD, and local, state, and federal officials. Ability to communicate with people from a broad range of socio-economic backgrounds.

PERFORMANCE STANDARDS

Performance standards are provided to help facilitate the periodic evaluation of the degree to which the employee meets the requirements of the job. The performance standards below represent examples and are in no way all-

inclusive. The Authority reserves the right to add or change performance standards through a modification of the position description, a supplemental performance evaluation tool, or written or verbal communication between the employee and their supervisor or the PHA Executive Director. Achieving the performance standards in no way guarantees a change in compensation and does not supersede or affect the at-will relationship between the employer and employee. Examples of performance standards for this position include, but are not limited to, the following:

1. Ensures that accounts payables are processed in accordance with policy and in a timely manner.
2. Accurately posts payables to the proper budget and account and ensures the prompt payment of invoices.
3. Ensures that housing assistance payments are correctly calculated and paid. Ensures that annual reporting to owners is completed by the dates established by the Internal Revenue Service.
4. Maintains periodic reporting and documentation.

MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE

This position requires graduation from an accredited four-year college with a degree in accounting, bookkeeping, business administration or related field; a minimum of three years' experience in accounts receivable, payroll and accounts payable functions; or any equivalent combination of education, training, and experience that provides the required knowledge and abilities.

PHYSICAL REQUIREMENTS

This position is required to work in an office setting that is generally accessible to the mobility and sensory impaired. The incumbent must have the ability to utilize standard office equipment and access files and documents. The incumbent must have the ability to lift up to 20 pounds. Must be able to work while seated for extended periods of time.

SPECIAL REQUIREMENTS

1. Ability to be covered under the Authority's liability policy.
2. Must be bondable.