

CLASS SPECIFICATION

Accounting Assistant

Code Number: _____

GENERAL PURPOSE

Under general supervision, prepares, verifies, processes and maintains accounting transaction documents and records; prepares routine journal entries associated with assigned duties; compiles basic statistical reports; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Accounting Assistant is the first level in the Commission's accounting support job family. Incumbents perform a wide variety of accounting support duties including accounts receivable and payable and owner/tenant payment processing, preparation of routine journal entries and other accounting support functions of similar scope and level of difficulty.

Accounting Assistant is distinguished from Accounting Technician in that incumbents in the class of Accounting Technician perform highly detailed duties requiring knowledge of the technicalities of the Commission's accounts receivable, purchasing and accounts payable processes and procedures and the resolution of problems related to these functions based on knowledge gained through experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Verifies and posts public housing tenant monthly rental payments; verifies timeliness of payment by post mark; ensures payment received is in full and tenant is not on the 'rent exceptions' list; returns partial payments, unsigned checks and checks from tenants on the 'rent exceptions' list to tenants with correspondence explaining discrepancies; posts a variety of deposits, charges and fees to tenant accounts and notifies client and housing office of payment requirements; posts write-offs to tenant accounts.

Generates funding source reports, including monthly trial balance and collection rate reports for each public housing project; generates and mails late payment and 'breach' notices to tenants; generates and distributes month-end reports.

Reviews and processes electronic worksheets for rental assistance payments to landlords to meet established weekly check run deadlines; verifies correct program or project codes and payees, accurate rental assistance payment calculations, correct adjustments for retroactive changes in rental

assistance payments and proper handling of payment suppressions; deletes worksheets from automatic processing if problems or errors are found and returns these to appropriate agency staff for follow up action; approves payment master files for weekly check generation and distribution; sends copies of check run transmittals to the Commission's bank to provide check disbursement information; processes stop-payment orders for lost checks and reissues checks in accordance with section procedures; refers landlords to appropriate staff in other sections to resolve contract date and payment amount problems.

Generates requests for 'collect backs' to landlords in the event of identified over-payments; if repayments are not received, identifies options for making deductions from other payments due and manually inputs deduction amounts.

Reviews and prepares input documents by established check run deadlines to process a high volume of recurring accounts payable invoices and other claims for payment; verifies appropriate authorizations, proof of receipt of goods/services, accurate extensions and account codes and correct vendors; researches and resolves discrepancies and errors.

Processes utility invoices for payment, after routing telephone and other bills to sections for review and approval and reviewing other utility bills for reasonableness; researches and makes adjustments to resolve discrepancies; codes and sends staff personal telephone call reimbursements to accounts receivable for processing; enters utility bill data in spreadsheets and allocates costs to various general ledger accounts.

Responds to vendor, landlord and tenant/client requests for information; researches questions and provides information and advice on appropriate actions.

OTHER DUTIES

Following applicable procedures, processes electronic requests to draw down federal program funds.

Prepares journal entries for associated routine accounting transactions according to established procedures; prepares requisitions for payment from funding sources for program costs.

Compiles monthly statistical reports of transactions and other data to meet funding source reporting requirements and Commission management information needs.

Participates in a variety of section tasks for backup and cross-training purposes.

Files documents and records.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Commission policies, practices and procedures governing accounts receivable and payable, tenant/owner payment processing and related financial transactions; practices, documents and terminology used in financial record keeping; bookkeeping and basic accounting; standard office practices and procedures; uses and operations of standard spreadsheet and other standard business software.

Ability to:

Operate a computer, calculator and other standard office equipment and utilize spreadsheet and other standard business software; perform high volume data entry of accounts receivables and payables input documents accurately; make calculations and tabulations and review fiscal and related documents accurately and rapidly; make decisions in accordance with rules and procedures; understand and carry out written and oral instructions; prepare clear and accurate financial records; maintain confidential information regarding Commission business and tenant/client and landlord records; work effectively and courteously with vendors, landlords, employees and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and two years of progressively responsible experience in performing financial or statistical record keeping duties; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate, finger, handle or feel computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk and to regularly lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret numerical and accounting data; analyze and solve problems; make arithmetic calculations; learn and apply new information and skills; perform highly detailed work with a high degree of accuracy on multiple concurrent tasks with frequent interruptions; and establish and maintain effective working relationships with vendors, landlords, employees and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and the noise level is usually quiet.