

## **CLASS SPECIFICATION**

### **Accounting Technician**

**Code Number:** \_\_\_\_\_

## **GENERAL PURPOSE**

Under general supervision, performs difficult and responsible accounting support and administrative work in the preparation, processing and maintenance of accounts receivable and payable and other financial records; and performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

Accounting Technicians are responsible for performing responsible duties in the preparation, administration and maintenance of Commission accounts receivable and payable and other accounting transactions and records, ensuring that these functions are carried out in an accurate, timely manner in accordance with legal requirements and sound financial management principles and practices.

Accounting Technician is distinguished from Senior Accounting Technician in that employees in the class of Senior Accounting Technician perform duties of a specialized and responsible nature requiring a sound understanding of the Commission's accounting system and experience in classifying and preparing accounting transactions utilizing a basic understanding of accepted accounting practices.

Accounting Technician is also distinguished from Accounting Assistant by the incumbents' responsibility for performing duties requiring a broader and more detailed understanding of the Commission's accounts receivable, purchasing and accounts payable systems and the application of judgment and acquired experience to resolve problems encountered.

## **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.

Reviews purchase requisitions, invoices and check requests to verify coding accuracy, correct extensions, appropriate authorizations and signatures, proof of receipt of goods and services, available account/Auditor's Certificate balances, conformance with procurement contract terms and conditions and adequacy of documentation; ensures appropriate vendor tax charges; determines the availability of payment discounts; prepares data entry forms; identifies and works with sections and vendors to resolve errors and discrepancies; prepares and processes manual checks when warranted in conformance with section procedures; maintains and updates master vendor files.

Receives, verifies, codes and batches public housing tenant rental payments; reviews schedules of public housing tenant rental payments and enters data in appropriate accounts, ensuring accuracy and processing in accordance with established procedures; receives and enters payments for rental assistance pay backs to client accounts.

Receives and processes payments for rehabilitation loans and development bonds; calls up client accounts, verifies amounts and enters payments received; refers partial payment cases and delinquent accounts to appropriate staff in other sections for follow up action; sets up new accounts in the notes receivable subsidiary ledger.

Maintains records and processes transactions associated with rental assistance *port-in* clients; assigns numbers and sets up client accounts; generates and sends out monthly billing statements to other housing agencies; receives, verifies and processes payments and verifies the accuracy of payment postings; reconciles payments and account records and invoices; follows up with other housing agencies to answer questions and perform collections on past due invoices; makes journal entries and posts payments and adjustments in the portability accounts receivable system; maintains a database of other housing agencies participating in *port-in* and *port-out* processes with the Commission.

Processes final statements associated with the move of public housing tenants to Section 8 programs; reviews tenant move out packages; calculates rents due or rent overpayments and enters adjustments to tenant accounts; enters maintenance charges for cleaning and repairs required, following up with other section staff to verify basis for charges and amounts; sets up tenant/client payback accounts; generates final statements to tenants with requests for payment of amounts due, within legally required deadlines; codes overpayment transactions and submits to accounts payable for payment.

Prepares and processes a variety of journal entries; reconciles trial balances against general ledger accounts and makes adjusting entries; maintains and updates schedules of Auditor's Certificates to monitor and track all expenditures; maintains and updates spreadsheets to track assigned expenditure categories; reconciles vendor statements to account records; creates and maintains various logs and documentation files.

Responds to requests for information and questions from vendors, clients/tenants, landlords and representatives of other housing agencies; researches account histories and other information and takes or recommends appropriate follow up action to clients and/or other section staff.

## **OTHER DUTIES**

Performs special projects as assigned; assembles and analyzes data; drafts reports, memoranda and other documents.

Prepares and endorses checks received for deposit; enters check data in the accounts receivable check log and copies checks; prepares and balances bank deposit slips; places bank deposits in bank bags for armored car pickup; prepares a schedule of cash receipts and account numbers and prepares journal entries to general ledger accounts by established cut off dates; generates a daily bank balance report.

Maintains and replenishes the Commission's petty cash fund; reimburses employees for allowable expenses in accordance with established procedures.

Assists in the accrual and allocation of year-end expenses and revenues before the annual close of the Commission's books.

Provides work guidance and training to other accounting support staff; provides training and advice on Commission accounting procedures and requirements to employees in other section and to outside vendors and contractors.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Commission rules, procedures and practices governing cash receipting, purchasing, accounts receivable and payable processing, processing of tenant/client payments and related financial transactions; the Commission's Chart of Accounts; practices and procedures of governmental budgeting and accounting; methods, practices, documents and terminology used in processing accounting transactions and in financial recordkeeping; fundamental accounting and internal control policies and procedures; the Commission's general ledger system and associated practices and procedures for processing accounting information and interpreting input and output data; standard office practices and procedures; uses and operations of standard spreadsheet, database and other standard financial and business software.

### **Ability to:**

Operate a computer, calculator and other standard office equipment; utilize spreadsheet, database and other standard financial and business software in carrying out assigned responsibilities; organize, set priorities and exercise sound judgment within established guidelines; interpret, apply and reach sound decisions in accordance with laws, rules, regulations and department procedures; perform data entry and make calculations and tabulations and review fiscal and related documents accurately and rapidly; understand and carry out written and oral instructions; prepare clear and accurate financial records and reports; work effectively and courteously with Commission employees, vendors, contractors, tenants, clients, landlords 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 three years of progressively responsible experience in performing accounts receivable and payable, financial or statistical record keeping; 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 occasionally required to stand and walk; stoop, kneel, or bend; and lift up to ten 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, interpret and analyze data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks with a high degree of accuracy; works under deadlines with frequent interruptions; and interact with Commission employees, vendors, contractors, tenants, clients, landlords 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.