

WALLA WALLA HOUSING AUTHORITY

POSITION OUTLINE

Position Title: Accounting Technician-I

Reports To: Finance Director

Name of Incumbent:

Outline Revised Date: 02/04/2010

MISSION STATEMENT

The Walla Walla Housing Authority creates housing choices and energizes neighborhoods while focusing on providing opportunities for low to moderate income families to prosper with dignity and respect.

VISION STATEMENT

The Walla Walla Housing Authority effectively increases housing options and partnerships to create healthy communities where people choose to live, work and play.

CORE VALUES:

Respect – Integrity – Compassion – Commitment – Fairness – Community – Trust – Quality

WORK ENVIRONMENT:

The position incumbent works in an office environment and field sites.

PHYSICAL: Work is generally performed in an office, but on occasion, may run errands or visit field sites. Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time.

MENTAL: The incumbent must be capable of working closely and cooperatively with other people, both within and outside the organization.

ENVIRONMENTAL: Office environment; exposure to computer screens.

JOB SUMMARY:

This position provides support functions to the Finance Department using a computerized accounting system.

Employee Classification: Regular Part-Time

Department of Labor Classification: Non-Exempt

SUPERVISION EXERCISED:

Supervisory responsibility is not a function of this position.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

The following represent the major essential and secondary duties of the position, however they are not intended to be all-inclusive. The Housing Authority reserves the right to change, reassign, or combine job duties at any time.

ESSENTIAL JOB FUNCTIONS:

1. Performs accounts receivable functions
 - Reconcile daily receipts with deposit slips.
 - Generate tenant Pay or Vacate notices as authorized by the Property Management Director.
 - Perform remote deposit of posted receipts on a daily basis. Deliver cash directly to bank within twenty-four hours of receipt.
 - Review Work Order charges for reasonableness; posts tenant charges; generates tenant invoices as authorized by the Property Management Director.
 - Process tenant move-outs; generate settlement statement as authorized by the Property Management Director.
 - Adhere to established collection procedures.
 - Generate various reports.

2. Performs accounts payable functions
 - Review Work Order payables for reasonableness and post payables. Prepare electronic payments and payment advices, and ensure prompt receipt.
 - Review and enter all utility payables (electricity, natural gas, water, and sewer). Prepare checks for payment and upload approved electronic payments to bank.
 - Responsible for utility database including data entry from payable documents and reconciliation with general ledger. Post tenant charges and generate tenant invoices as authorized by the Property Management Director.
 - Review consumption by account for consistency and generate appropriate reports.
 - Prepare the utility allowance data for the Low-Rent Public Housing and Housing Choice Voucher programs as authorized by the Property Management Director and Rental Assistance Director.
 - Generate various reports.

3. Internal Controls
 - Perform monthly reconciliation of petty cash
 - Assist in evaluating existing accounting systems to ensure tight controls and help identify needs for new or revised accounting systems or procedures
 - Assist in developing, implementing and maintaining fiscal procedures in accordance with WWHA, HUD and State policies
 - Maintain appropriate file system for the Finance Department

4. Provides clerical support to the Finance Department
 - Generate various monthly and periodic reports
 - Perform various clerical support functions as assigned: i.e.: data entry, filing, prepare mailings, etc.

5. Maintain professional and technical knowledge by attending educational workshops.
 - Review professional publications
 - Establish personal networks
 - Promotes WWAHA programs
6. Maintain up-to-date desk manual
7. Performs other essential duties and tasks as assigned

SECONDARY JOB FUNCTIONS:

All duties of this position are considered to be essential.

SERVICE OBJECTIVE: Responsibilities to Citizens and Taxpayers

- Courteous and respectful.
- Responsive to citizen requests.
- Performs job in a professional and ethical manner.

SUPPORTIVE WORK ENVIRONMENT

- Treat co-workers with respect.
- Support a positive work environment.
- Communications.
 - a. Keep other informed of work issues and programs by maintaining quality communications.
 - b. Work to resolve issues of conflicting personalities and needs.

ORGANIZATION IMPROVEMENT:

- Commitment to a philosophy of quality.
- Display initiative to resolve problems, capitalize on opportunities in the job and assist co-workers when possible.
- Cost-effective use of WWAHA's resources.

QUALIFICATIONS:

MANDATORY QUALIFICATIONS: The incumbent must possess the following knowledge, skills, and abilities, or be able to explain and demonstrate that she/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Requires high school diploma or GED equivalent.
2. Minimum of two (2) years work experience in accounting field.
3. Requires possession of a valid Washington or Oregon Driver's license and evidence of a good driving record. Must be able to pass police background check to verify the lack of a past criminal record.

4. Requires ability to read and write English, and perform/understand basic mathematical calculations, interpret, and implement written instructions, etc.
5. Requires ability to hear and speak effectively English, both orally and in writing, to exchange information and make presentations.
6. Requires basic knowledge of computer software applications to include Microsoft Word and Excel.
7. Must have good manual dexterity, including eye/hand coordination, finger dexterity, etc., in operating computer keyboard and related software, computer printers, adding machine, telephone system, fax machine, photocopier, typewriter, stamp machine, and other office equipment.
8. Ability to establish and maintain effective working relationships with staff, service providers, and the public.
9. Ability to organize, establish priorities, and meet deadlines for work.
10. Bondable.
11. Ability to maintain confidentiality.
12. Committed to the goals of the Housing Authority.
13. Knowledge of available resources, dynamics of human behavior of individuals and groups.
14. Requires experience working with people of low-income, in a multi-ethnic, multi-cultural environment.
15. Ability to handle emergencies with intelligence and purpose (i.e.: call 9-1-1 when appropriate, access hospital emergency room, notify supervisor, complete Incident Report form, etc.).
16. Ability to type 35 WPM.
17. Ability to learn, follow, and apply complex regulations, policies and procedures.
18. Requires principles of mediation and negotiations.
19. Possesses ethics of public professionalism and principles of community relations, while using tact and good judgment.
20. Ability to work with multiple demands in an effective, productive manner.
21. Must be capable of analyzing situations accurately and adopt an effective course of action.
22. Ability to work independently and as a team member.

SECONDARY QUALIFICATIONS AND/OR EDUCATION: Although not mandatory, the following qualifications will enhance an individual's chance for success in the job and are desirable.

1. AA Degree, or greater, in accounting.

The statements contained here reflect general details as necessary to describe the principle 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 to balance the workload.

The WWHA complies with State and Federal laws and regulations relating to discrimination in employment, including the Americans with Disabilities Act (ADA) of 1990. WWHA does not discriminate on the basis of handicapped status in the admission or access to its federally assisted programs or activities.

SALARY RANGE:

Per Personnel Policy.

I certify that my supervisor has explained the above position outline to me.

Employee's Signature

Date