

WACO HOUSING AUTHORITY & AFFILIATES

POSITION DESCRIPTION

TITLE: Accounting Clerk

NON-EXEMPT

SUPERVISOR: Vice President of Financial Services

Duties and Responsibilities

Performs a variety of tasks related to verification, preparation, recording and reconciliation of financial information. The employee may perform some or all of the specific duties listed below.

Process accounts payable/receivable for all Authority grants and programs, maintains complete record through posting in general ledger and prepares monthly reports.

Creates purchase orders from purchase order request from different departments.

Compares purchase orders to invoices and verifies accuracy of extensions and totals.

Prepares vouchers authorizing payments, assembles supporting documentation and processes for distribution.

Prepares checks to pay invoices, records payments in check register and in appropriate vendor accounts. Schedules payments to meet due dates and receives vendor discounts.

Prepares monthly A/P accruals and post to the general ledger.

Prepares deposits for transactions for the general ledger, Section 8, payroll and modernization, etc.

Prorates costs and handles program accounting per instructions/all programs.

Reconciles bank statements to the general ledger.

Reconciles occupancy from current accounting software to data in HUD PIH Information Center.

Maintains contracts/agreement files.

Logs in utility consumption costs, and prepares utility allowance reports for housing developments.

Gathers and analyzes information of Section 8 lease-up and payments to report to HUD in the Voucher Management System.

Performs reconciliation of petty cash funds, balances cash and receipts for expenditures.

Maintains office supplies inventory, which includes ordering, distributing, and reconciliation of inventory.

Processes daily bank deposits for various bank accounts.

Provides assistance to vendors, auditors, and other employees regarding accounts payable questions.

Converts financial statements to PDF files for board reports.

Maintains paid invoice files, logs, and coding manuals.

Reconciles and generates form 1099's at end of year.

Assists in preparing budgets and other required periodic reports.

Prepares journal entries as directed by accountants or VP of Financial Services.

Performs other duties as assigned.

Qualifications and Knowledge

Two-year Associate degree in Accounting from an accredited college or university or graduate of a licensed business college. Four years bookkeeping/clerical experience, or an equivalent combination of education and experience.

Good knowledge of HUD regulations and Authority policies, procedures and practices pertaining to Low rent and Section 8 housing programs.

Considerable knowledge of generally accepted accounting principles, practices and techniques.

Good knowledge of general office procedures, practices, business English and arithmetic.

Skill in operating computer equipment and general office machines.

Ability to communicate clearly and concisely both orally and in writing.

Ability to establish and maintain effective and courteous relationships with other employees, vendors and other business contacts.

Bondability.

Valid Texas driver's license.

Eligibility for coverage under PHA fleet auto insurance.

Supervision Received and Given

The employee receives instructions from the Vice President of Financial Services. Courses of action, deadlines, and priorities are established by procedure, the supervisor, or the employee, depending on the assignment. Routine duties are initiated by the employee without supervisory direction. Instructions to the employee may be general or specific in nature. Problems or situations not covered by instructions are usually referred to the supervisor for resolution. The employee's work is reviewed periodically for accuracy, completion, and compliance with policies and procedures.

The employee has no supervisory responsibilities.

Guidelines

The employee refers to Authority and HUD guidelines and to computer accounting applications manuals in performing work. These guidelines cover most job-related situations although the employee occasionally is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the supervisor or makes a decision based on the circumstances.

Complexity

The employee performs a wide variety of routine and generally related tasks. Established procedure, the supervisor, or the employee determines the course of action. Tasks may occasionally have to be coordinated, integrated, and/or prioritized. Some computer applications may be difficult to accomplish and require resourcefulness and extra effort by the employee. The employee may make decisions regarding unusual circumstances on occasion.

Scope and Effect

The employee's work affects vendors, residents, and other Authority employees. Successful accomplishment of tasks by the employee ensures that: (1) adequate sources are available for goods and services; (2) management is provided accurate and timely financial and other information to make informed decisions; and (3) vendors are paid in a timely manner.

Personal Contacts

Most of the employee's contacts are with vendors and co-workers. Contacts are made: (1) to give, obtain or clarify information regarding vendor accounts and resolve problems; and (2) provide assistance to other Authority personnel.

Physical Demands

Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eyestrain from working with computers and other office equipment.

Work Environment

Work involves the normal risks and discomforts associated with an office environment, but is usually in an area that is adequately heated, lighted and ventilated.