

## **Position Description**

**JOB TITLE: ACCOUNTING ASSISTANT  
(\$25,000 - \$35,000)**

**REPORTS TO: FINANCE DIRECTOR**

**DEPT/DIVISION: FINANCE**

**FLSA STATUS: NON-EXEMPT**

### **POSITION SUMMARY:**

Under the supervision of the Finance Director, this employee is responsible for performing a variety of tasks as they relate to Section 8 Housing Choice Voucher portability activity including all required forms, receipts and deposits, collections, records maintenance and other related financial tasks as required.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Maintains the incoming portability account tracking and reconciliation. Obtains information from porting PHA's and collects delinquents accounts
2. Receive all portability payment receipts. Determine the payee and the resident who the payment is for. Prepare and make the deposit of payments received.
3. Review residents account to determine if the correct payments are being received. This includes all HAP, admin fees and utility reimbursements.
4. Review HUD forms 50058 and 52265 for accuracy.
5. Assist in absorptions, maintain a tickler file as needed and provide w-9 information to other Housing Authorities.
6. Performs various analysis of resident's account for correct balance and payments. Contact PHAs when payments are not received or are inaccurate and resolve the payment discrepancies.
7. Works with the Section 8 Department to resolve any discrepancies or issues with the portabilities.
8. Invoice PHA's monthly for port receivables.
9. Develop a thorough knowledge of the general operation and procedure of a Public Housing Authority's laws, rules and regulations and efficient and effective policies and procedures.
10. Addresses all PHA's inquiries verbally or in writing and collaborates with PHA's to resolve discrepancies.
11. Prepares an analysis of tenant's accounts as required.
12. Will serve as the backup to the Senior Accounting Assistant and will cross train with that position.
13. Assists with special projects as required.
14. Performs other duties as required.



**QUALIFICATIONS:**

Associate Degree in Business Administration, Accounting or closely related field; considerable work experience in the preparation and maintenance of financial records; or some equivalent combination of education and experience.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Additional training may be required as necessary to complete job functions and all training schedules will be at the direction of the HAFC. The HAFC will incur the expense for the initial required certification or training and test if applicable. Ability to obtain the professional certification(s) if requested by HAFC within 6 months of employment and as necessary to complete the job functions. If incumbent is unable to receive the required certification within the designated time period, employment may be subsequently terminated.

**EQUIPMENT OPERATED:**

The following are examples only and are not intended to be all inclusive.

Computer, fax, copier, telephone, and other standard business office equipment.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid State of Georgia driver's license.
2. Ability to be covered under the Housing Authority's fidelity bond.
3. Ability to be insured by Housing Authority's vehicle insurance carrier.

**ACKNOWLEDGEMENT:**

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **CORE COMPETENCIES AND QUALIFICATIONS**

To perform this job successfully, an individual should demonstrate the following competencies:

**Commitment:** Sets high standards of performance; pursues aggressive and realistic goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition. This skill is characterized by the following types of behaviors:

- Takes initiative to make things happen
- Maintains positive "can-do" attitude; successfully meets or exceeds goals
- Demonstrates dedication to and understanding of the mission of the organization
- Takes ownership of issues and problems, even when originating in other areas
- Consistently demonstrates effort to meet and exceed internal/external client expectations
- Overcomes obstacles to complete projects/tasks successfully
- Continuously improves own performance standards and results
- Makes specific changes in work processes to improve performance
- Learns and applies new information quickly

**Customer Service:** Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers. This skill is characterized by the following types of behaviors:

- Treats customers with courtesy and concern; responds promptly, professionally and politely
- Anticipates what customer wants, and works to provide it
- Initiates action/response to customer complaint/inquiry
- Responds in a timely, effective manner, even if just following-up
- Considers every customer interaction as important
- Always delivers on customer commitments; measures performance
- Translates customer information to others in the organization with a need to know
- Ensures that services delivered address the customer's needs

**Effective Communication:** Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing.

Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively. This skill is characterized by the following types of behaviors:

- Willingly shares information
- Recognizes important information and ensures that others that need to know are informed
- Clearly and concisely expresses ideas and concepts orally and in writing
- Listens openly and non-judgmentally
- Expresses disagreement tactfully and sensitively
- Summarizes input, then checks for understanding
- Listens without interrupting
- Uses correct grammar, spelling and punctuation
- Ensures information is accurate

**Responsiveness and Accountability:** Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work. This skill is characterized by the following types of behaviors:

- Will not ignore a problem, even if it is not one's direct responsibility
- Anticipates and acts to avoid a future problem
- Reacts quickly and positively to customer and co-worker inquiries
- Puts the highest priority on accomplishing objectives
- Takes responsibility for one's own actions
- Ensures fair share of work is completed
- Appropriately shares credit for work and ideas with co-workers

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.



**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of spreadsheet software Excel, word processing software MS Word and knowledge of Tenmast software for designated area of responsibility.

## **ACKNOWLEDGEMENT**

This acknowledgement serves as my understanding of core competencies and requirements for this position. My signature below signifies that I have reviewed and understand the contents of expected competencies and behaviors for this position to which I will be held accountable for.

---

Print Name

---

Signature