



ABILENE HOUSING AUTHORITY

Job Description

Position:	Accounting Technician	Program Affiliation:	HCV & LRP
Reports To:	CFO	Salary Range:	\$43,443 - \$63,797
Position Type:	Exempt	Revision Date:	April 2022

** Open Until Filled*

Job Responsibilities:

The **Accounting Technician** will be responsible for the following tasks:

- Review, analyze, and audit Housing Assistance and Utility Reimbursement Payments;
- Review manual adjustment requests for accuracy;
- Develop a working understanding of the system of record and various other systems in order to audit and identify potential errors and duplicate payments;
- Develop a working relationship with the HCV and LRP Department teams to assist in the resolution of issues with reporting and interpretation;
- Develop and maintain a variety of reports using information gathered from multiple sources;
- Analyze data and recommend solutions for improvement;
- Document and update program policies, procedures and workflows;
- Critically evaluate information gathered from multiple sources;
- Explain reports and recommendations to multiple audiences;
- Support management team in developing strategies for improvement;
- Provide excellent customer service to participants, landlords, co-workers, clients and vendors;
- Conduct all job functions in alignment with the Housing Authority's Administrative Plan & ACOP, HUD regulations and other state and local requirements;
- Prepare accounts payable and receivable;
- Prepare and reconcile purchase orders, receipts of checks and money orders;
- Prepare bank deposits;
- Assist in preparation of annual audits and budget preparation, research and data retrieval;
- Perform rent calculations and complex data entries;
- Prepare repayment agreements;
- Copy and collate Capital Fund Program (CFP) invoices;
- Assist with annual Tax Reports;
- Prepare Low Rent Public Housing monthly utility consumption;
- Prepare monthly accounting reports and schedules;
- Organize and file accounting documents;
- Assist with preparation of special reports and perform other duties as assigned;
- Other duties as assigned.

Job Qualifications:

Candidate must have an Associate's degree and/or equivalent education and work experience, be comfortable working in a fast-paced environment with deadlines, be able to read and interpret new policies and procedures, possess excellent verbal and written communication skills, have a working knowledge of Microsoft Word, Excel and PowerPoint (Access is a plus) as well as great customer service/people skills.

Job Required Certifications:

1. PHA Eligibility and Rent Calculation
2. PH and HCV Specialist

**(Must be obtained within the first year of employment)*

Benefits:

Full benefits – health, dental, vision, life insurance and retirement package provided.