

# WACO HOUSING AUTHORITY & AFFILIATES

## POSITION DESCRIPTION

**TITLE: Accounting Specialist**

**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.

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

Process invoices, to include verifying PO's and requisitions.

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.

Process accounts payable and accounts receivable transactions accurately and timely.

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 credit card statements, and other accounts.

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.

Assist with month-end and year-end closing activities.

Inputting approved budget into software.

Process petty cash requests and performs reconciliation of petty cash funds, balances cash and receipts forexpensitures. Process credit card requests and reconcile receipts.

Order supplies for all agency departments.

Maintains office supplies inventory, which includes ordering, distributing, and reconciling inventory.

Process daily bank deposits for various bank accounts.

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

Respond to vendor and internal inquiries regarding invoices and payments.

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.

Organize, issue, and replace keys as needed.

Performs other related duties as assigned.

## **Qualifications and Knowledge**

Associate's degree in Accounting, Finance or related field is preferred and/or 4 years of general accounting work 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.

Excellent attention to detail and accuracy in entering financial data.

Proficiency in Microsoft Excel and other Office applications.

Skill in operating computer equipment and general office machines.

Strong written and verbal communication skills.

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.

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