



## Position Description

<b>Position Title:</b>	Accounting Specialist	<b>Department:</b>	Finance
<b>Reports to:</b>	Controller	<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Non-Exempt	<b>Date Created:</b>	October 2019

### Summary

The primary purpose of this position is to perform a variety of technical administrative accounting duties in support of the Columbia Housing's Finance Department functions. The incumbent is responsible for reviewing, processing, and performing a variety of duties, including data entry, in the areas of tenant accounts receivable, accounts payable and/or payroll processing.

All activities must support Columbia Housing's ("CH") mission, strategic goals, and objectives. When more than one Accounting Specialist is employed, the duties may be assigned by the Controller in a manner that is best for the business needs of the CH.

### Essential Duties and Responsibilities

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

#### Tenant Accounting Processing and Accounting:

- Processes receipt transactions and maintains tenant accounts balances, which may include receiving payments and posting receipts, credits, and adjustments.
- Deposits all tenant payments paid via money orders and checks using the desktop deposit scanner. Balances all deposit totals against bank deposit totals.
- Processes accounts receivable; address payment discrepancies with HCV and Property Operations Departments; prepares and balances daily receipts and deposits; posts data to various ledgers, registers, journals, and logs according to established accounting techniques and procedures.
- Picks up all tenant payment(s) from the Post Office as required.

#### Accounts Payable Processing and Accounting:

- Processes invoices and complies purchasing, receiving and payment documents.
- Maintains files and records for accounts payable; ensures accuracy of payments; researches invoice and statement discrepancies; and resolves issues, referring problems to appropriate staff as required.
- Records accounts payable invoices each day and balances invoices to the aging and trial balance report for weekly check printing.
- Processes accounts payable; verifies expenditures with departments; posts data to various ledgers, registers, journals, and logs according to established accounting techniques and procedures.
- Submits accounts payable check copies and invoices for review and files check copies and invoices to ensure departmental access to vendor information.
- Mails weekly accounts payable checks out to vendors that receive a paper check. Sends proofs of payment via email to vendors that receive ACH payments.



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### Payroll Processing and Accounting:

- Prepares and enters payroll into payroll system, including verifying employee timecards, deductions, and labor allocations; calculates and maintains payroll records; calculates taxes and benefit deductions; prepares and maintains federal, state, and other required payroll records and reports; uploads payroll data to the general ledger, including salary and benefit allocations, and maintains confidential payroll records.
- Reviews insurance invoices to verify accuracy of employee premiums and payments. Coordinates with HR and insurance brokers to handle discrepancies.
- Prepares and maintains retirement data to be submitted for each employee.
- Process payroll checks/direct deposits.
- Coordinate and assist payroll processing with outsourced payroll processing company if applicable.

### General:

- Prepares standard journal entries.
- Receives and distributes departmental mail.
- Provides customer service to residents and refers issues to appropriate staff as required.
- Performs administrative duties supporting the Finance Department, including creating and maintaining statistical reports, data entry, filing, stuffing mailers, etc. Assists Finance staff as required.
- Performs a variety of general administrative accounting duties including data entry and maintaining files and records; performs back-up duties for various accounting staff.
- Performs other related duties as assigned.

## **Behavioral Competencies**

*This position requires the incumbent to exhibit the following behavioral skills:*

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the CH. Uses appropriate judgment & decision making in accordance with level of responsibility.

Commitment: Sets high standards of performance; pursues aggressive 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.

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.

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.



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*Initiative:* Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

*Teamwork:* Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

## Job Competencies

- Knowledge of HUD, federal, state, and local laws and regulations, as well as CH policies and procedures related to the position.
- Knowledge of account balancing and reconciliation practices and procedures.
- Knowledge of general accounting principles and practices and CH programs and financial requirements.
- Knowledge of applicable federal, state, and local laws, policies, and procedures that pertain to assigned area.
- Knowledge of internal control procedures.
- Knowledge of office practices, procedures, and equipment.
- Knowledge of computer data entry procedures.
- Skill in utilizing spreadsheet and word processing software.
- Skill in accurately entering data into a computer and operating a 10-key pad.
- Ability to maintain organized files.
- Ability to make arithmetic calculations and tabulations rapidly and accurately.
- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials. Ability to communicate with people from a broad range of socio-economic backgrounds.

## Education and/or Experience

High School Diploma or GED and a minimum of two (2) years of experience in technical accounting work. An equivalent combination of education and experience may be considered.

Some positions may require possession of a valid driver's license and the ability to be insurable under the CH's automobile insurance plan at the standard rate.

## Technical Skills

To perform this job successfully, the employee should have strong computer skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

## Physical Demands



**Position Description**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is moderate.

**Read and Acknowledged**

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Name [printed]**