

Housing Authority of the County of Tulare

Job Description

Job title: ACCOUNTING ASSISTANT

Work Location: One or more of the agency office locations located in Tulare County

Department: ACCOUNTING

Reports to: CONTROLLER

☒ Full-time
☐ Part-time

☐ Exempt
☒ Nonexempt

DEFINITION: Under direction of the controller performs technical and complex Housing Authority accounting duties. Maintains an accounting system, reviews fiscal records, prepares detailed financial report statements and analysis.

DISTINGUISHING CHARACTERISTICS: Assists other professional and clerical accounting staff. The assigned responsibilities are more difficult and complex and require independent judgment and critical thinking.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, coordinates and assists in the operation of the general accounting department.
- Performs clerical duties within the Housing Authority's accounting system related to accounts payable, accounts receivable, tenant contracts, Section 8, inventory control, property control, payroll and/or purchasing.
- Analyzes receipts and disbursements on a project-by-project basis.
- Reviews and reconciles tenant security deposits.
- Reconciles bank statements.
- Operates and processes accounting transactions utilizing an automated accounting system.
- Trains accounting personnel in the theory and application of accounting principles.
- Makes recommendations and participates in the implementation of new policies and procedures.
- Prepares financial reports.
- Reviews budget control of program funds.
- Prepares operating statements, balance sheets and other fiscal and accounting reports.
- Assists with the preparation of financial summaries, statements, reports and budget.
- Establishes and maintains the maintenance of the general and special ledgers and other accounting records.
- Reviews the classification and distribution of income and expenditures to proper accounts and general prorate allocations to various funds.
- Reviews and studies the legal and procedural requirements affecting accounting policies.
- Establishes control systems to evaluate accuracy and effectiveness of accounting records.
- Enrolls new employees in health, dental, vision and disability/life insurance plans and deals with changes thereto via the Internet, telephone or correspondence.
- Assists with new employee orientations.
- Coordinates department accounting functions with data processing and purchasing.
- Handles special assignments involving accounting problems.

MARGINAL FUNCTIONS: Performs related work as required or delegated.

EDUCATION AND/OR WORK EXPERIENCE:

- High School education or GED equivalent.

- Graduation from an accredited college or university with major study in accounting, business administration or related curriculum that includes 15 semester hours of college credit in accounting.
- Five years of increasingly responsible accounting and/or auditing experience, including three years in a supervisory capacity. Any combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities may be substituted for the college education.

KNOWLEDGE OF:

- Accounting principles, concepts and terminology.
- Methods of accounting-system design and installation.
- Principles of supervision and management.
- Intermediate math, including fractions, percentages, decimals and statistics.

SKILLS TO:

- Plan and organize a complex accounting system.
- Interpret and apply state and federal regulations.
- Collect, organize and interpret financial data.
- Solve problems analytically.
- Evaluate performance of accounting personnel.
- Communicate orally and in writing in a clear and concise manner.
- Establish priorities and keep deadlines.
- Function under pressure.
- Maintain cooperative relations with other staff members and the general public.
- Computer literate in MS Office software and accounting systems.

PHYSICAL CHARACTERISTICS:

- Manual dexterity of the hands/wrists in order to operate a computer keyboard, calculator and other office equipment for extended periods of time.
- Good eyesight to read/write and visually use a computer screen.
- Strength and flexibility in order to bend, reach, stoop and lift at least 20 pounds of ledger records.
- Good hearing to accommodate and greet persons coming into the office and to handle telephone conversations.
- Clear speech and verbal skills in order to communicate with the public and co-workers.
- Ability to operate a motor vehicle.
- Must have ability to cope with stressful circumstances and to cordially interact with co-workers to accomplish common tasks.
- Regular attendance required.

LICENSES/CERTIFICATIONS: A valid California driver's license and acceptable DMV record.

Adopted: 2/2024