



Regional Housing Authority

Position Description **ACCOUNTING SPECIALIST**

I. Summary:

Accounts Payable, Daily Deposits, and Accounting Support

II. Authority:

Reports directly to the Finance Director and under general supervision of CFO.

III. Duties and Responsibilities:

Accounts Payable

- Review documents for financial coding, accuracy, appropriate documentation, and compliance with procurement policies.
- Identifies discrepancies and determine what is required to obtain corrected data.
- Review payment history to avoid duplicate payments.
- Enter payments into accounting system and record expenditures in correct month.
- Review vendor statements and follow-up on outstanding invoices
- Answers vendor inquiries.

Daily Deposits

- Collect payments received at the front desk daily.
- Reconcile deposits to transactions from accounts receivable system daily.
- Prepare deposit and verifies with payment batch reports that payments are deposited to correct bank account daily.
- Transmit and/or delivers deposits to bank daily.
- Record and post deposits in automated accounting system daily.
- Verify batches are posted to correct bank accounts daily.
- Follow-up on Misc. Deposits to ensure payments are coded and deposited to correct bank account daily.

Accounting Support

- Assists in monthly closing as needed.
- Assist in preparation of annual audit.
- Assists other accounting staff as needed to help the Finance department meet its goals.
- Document procedures and maintain Desk Manual
- Other duties may be assigned by Manager and Controller

IV. Required knowledge, Abilities and Skills:

- Ability to work effectively with managers, supervisors, and employees.
- Ability to maintain accurate, complete, and confidential records.
- Must possess attention to detail and accuracy skills.
- Must be dependable as workload is daily.
- Knowledge of Microsoft Office and proficiency with spreadsheets

- Ability to interpret and apply and explain laws, regulations and polices.
- Ability to identify discrepancies or inaccuracies in data and make corrections.

- While performing the duties of this job, the employee is regularly required to:
 - Talk or hear;
 - Sit for extended period;
 - Stand;
 - Walk;
 - Use hands to finger, handle or feel; and
 - Push and pull
 - Reach with hands and arms.
 - Lift up to 40 pounds.

V. Minimum Qualifications:

High School Diploma or GED. Two years of accounting experience required. Higher education may be substituted for work experience.

VI. Grade Level:

Grade 9

Non-exempt

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Supervisor/Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Created (August 2019)