

THE HOUSING AUTHORITY OF THE CITY OF EAST POINT, GEORGIA

Position Description

Classification: **Finance Specialist**

Supervisor: **Executive Director**

Last Revision: **3/2020**

Status: **Non-Exempt**

Pay Grade/Range: \$16.00 - \$21.65

Position Description

Under the direction of the Executive Director and Fee Accountant, the Financial Specialist performs accounting and financial management activities, of the authority, including participation in development of fiscal plans and annual budgets.

Major Duties and Responsibilities

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or reliefs, to equalize peak work periods or otherwise balance the workload.

Based on the direction and supervision of the Executive Director, the Financial Specialist:

1. Performs day-to-day accounting activities, (i.e. accounts payable, grant programs, multiple program budgets, requisitions, payroll, etc).
 - Maintain Invoice files on daily basis
 - Prepare bank deposits for both Fairburn and East Point Public housing
 - Keep PH Advisors updated on their close out amounts via email
 - Run Register Receipt Report daily and record those amounts
 - Reconcile register rent payments on daily basis
 - Maintain bank statements for all bank accounts as they are made available
 - File paid invoices as they come in
 - Enter payment requests for invoices for venders and utility bills.
 - Prepare checks for disbursement (still in training)
 - Enter invoices for Purchase Order venders (still in training)
 - Enter Voided checks in SACS
 - Prepare check request sent by vendor or Advisor
 - Add new venders to system upon request
 - Asst with utility, vendor and employee check run – stuff, stamp and place in mail
2. Assists in the preparation of budgets and financial plans.
3. Represents HACEPG in the financial phase of annual CPA audit.
4. Participates in the preparation of financial reports and records for executive analysis and review.
5. Assures financial policies and procedures we follow in Accordance with GAAP and the Board of Commissioners.

***These are the critical functions assigned by HACEPG. This does not restrict other tasks that may be assigned.**

Required Knowledge, Skills and Abilities

1. Knowledge of financial and accounting practices and transactions.
2. Knowledge of HUD and HACEPG budgetary policies and practices including budget preparation, control, and administration.
3. Knowledge of HUD and HACEPG laws, regulations and policies applicable to financial transactions.
4. Knowledge of HUD and HACEPG laws, regulations, and policies applicable to financial transactions.
5. Knowledge of federal, state, and local government financial reporting requirements.
6. Skills in communicating with employees, officials and the general public.
7. Skills in reviewing, examining, and evaluating accounting and financial practices and coordinating accounting and financial operations.
8. Ability to handle multiple priorities.
9. Ability to effectively interface with managers and employees.
10. Demonstrated skill in Microsoft Word at the intermediate level and Microsoft Excel at the advanced level.
11. Knowledge of computer accounting systems and support of integrated computer systems.

Physical/Mental Requirements

- Ability to work under pressure.
- Ability to handle multiple projects and deadlines.

Minimum Education, Training, and/or Experience

1. Associates degree in Accounting and four years accounting experience at HA accepted accounting level.
2. Experience in dealing with HUD accounting procedures and regulations.
3. Must be bondable.
4. Valid driver's license and insurable under HACEPG's insurance plan.

Performance Norms

The following performance norms are to be utilized as a method for evaluating performance of the employee(s) in this classification. The performance norms listed highlight the required performance indicators and are not intended to be the sole indicators of employee performance. Performance will be evaluated annually as well as on an ongoing basis through daily supervision and random quality control inspections. Performance norms represent the minimum requirements for the position. Documented performance in excess of the norms may qualify the employee for merit pay and failure to meet performance norms may result in disciplinary actions, including, but not limited to, dismissal.

1. Reports to Board and HUD in timely manner 100% of the time.
2. Maintains control of all accounting procedures.
3. Maintain accurate property and equipment records 100% of the time.
4. Ensures that HUD, HACEPG regulations are followed 100% of the time.
5. No material findings per annual audit.
6. Ensure all Federal, State and Local requirements are met.
7. Keeps necessary cash levels in accounts 100% of the time.