

Housing Authority of the City of Madera

Date: 8/11/2021 Revision #: Resolution #: 1193	ACCOUNT Technician I/II	Range: 46.5 - 58 Salary: \$3,309-\$4,223 / \$4,403-\$5,620
# in Class: 2		Non-Exempt

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION: Under direction of the Financial Services Manager, performs clerical bookkeeping functions including, but not limited to: preparation of various types of financial reports; preparation of budget reports; maintenance of computerized financial and statistical records; preparation of payroll, accounts receivable and accounts payable, and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS: The **Account Technician I/II** is the journey level class in the Account Technician series and is responsible for a wide range of financial record keeping transactions including tabulating financial and statistical information, and maintaining a variety of financial and statistical records. This classification is distinguished from the Accounting Supervisor classification in that the latter performs the more difficult and complex duties, and has lead responsibilities.

SUPERVISION RECEIVED/EXERCISED: Receives general supervision from the **Financial Services Manager**. Incumbents of this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(includes but are not limited to the following)*

Essential functions may be assigned in whole or in part to employees within this classification for the benefit of the Housing Authority, and may include, but are not limited to the following:

- Maintain automated books of financial records/transactions relating to accounts payable, accounts receivable, payroll, and automated rent rolls for designated housing programs.
- Process automated employee payroll as well as monthly payment requests for various payroll related benefit contributions.
- Maintain all materials related to vendor invoices, including validation of purchase order requests, receiving records, verification of proper expense account classification, posting of all invoices to computer for payment, and generation and distribution of checks to vendors at least two (2) times per month.
- Receive and properly post tenant monthly rents/credits for all housing programs administered by the agency, as well as the maintenance of delinquent tenant accounts submitted to collection agencies, and reconciliation of on-going records of such accounts.
- Maintain records of HCV and public housing FSS program participants, including monthly contributions, forfeitures, interest income, and any other activity.
- Act as designated petty cash custodian for the agency.
- Correctly reconcile all funds collected, prepare bank deposits on a daily/regular basis, and reconcile all bank accounts on a monthly basis.

- Process inter-program invoices and maintain inter-program payables/receivables on a current basis.
- Maintain registers of all HCV program participants, and processes monthly housing assistance payments to owners.
- Maintain inventory records for company blank checks supply.
- Maintain confidential information in accordance with agency regulations and policies.
- Maintain and record proper records for Fixed Assets.
- Assist and prepare budget reports as needed.
- Assist or cover other accounting staff as required.
- Other duties as assigned.

Marginal functions associated with this classification may include but are not limited to the following: Perform a variety of clerical duties, including typing, filing, record-keeping, proofreading and processing of information involved in the preparation, maintenance and processing of financial data. Prepare written correspondence and oral responses pertaining to charges, outstanding balances, or questions pertaining to the status of account(s). Provide mentoring or training to other financial department staff. May represent the agency at public meetings and conferences. Assist in designing and developing systems and procedures which promote departmental efficiency and effectiveness. Safely and legally operates a passenger vehicle, and performs other duties as assigned.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and face-to-face service. The need to lift, drag and push files, reports or other materials weighing up to 25 pounds also is required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience: Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Account Technician I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of increasingly responsible experience in financial record keeping. Successful graduation with a Bachelor's Degree in Accounting, Finance, or related field is preferred.

License/Certificate: Possession of, or ability to obtain, a valid class C California driver's license and ability to meet insurability requirements of the company providing automobile insurance to the Housing Authority.

Other Qualifications: Must be able to verify that physical condition is satisfactory for the requirements of the position. Employees must demonstrate the ability to satisfactorily and safely perform the essential functions of the job, with or without reasonable accommodation, for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended.

Initial employment shall be conditional on such verification and determination by a required standard pre-employment physical at the expense of the Housing Authority. Existing Housing Authority employees are exempt from satisfying this criteria regarding the conditionality of employment prefaced by a pre-employment physical. To be an employee of the Housing Authority, a person must be a citizen of the United States, or an alien who has been either lawfully admitted for permanent residence or authorized to be employed under the terms of the Immigration And Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identify and employment authorization.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of: : principles and practices of financial record keeping; terminology used in financial record keeping; automated tenant rent collection principles and procedures; principles of account classification; modern office and administrative practices and proper use of equipment; electronic accounting and data processing procedures, methods and equipment; automated payroll and employee benefits programs; application of automated accounts receivable and accounts payable spreadsheets and database, and basic accounting functions of a housing authority or property management operation.

Ability to: function independently with general supervision; competently perform the full range of accounting duties described within this position; ability to monitor and update financial records; prepare a variety of financial reports and statements; perform a variety of complex accounting and financial transaction work; make arithmetical calculations rapidly and accurately; communicate clearly and effectively, both orally and in writing; comprehend and correctly carry out oral and written instructions; establish and maintain effective, cooperative and professional working relationships with those contacted in the course of work, and perform detailed work involving numerical data. Also must demonstrate the ability to meet deadlines under stressful conditions and with frequent interruptions, and maintain a level of competency required for satisfactory job performance.

Skill to: operate computer programs within a Windows XP or upgraded program environment, including Word, Excel, and agency-developed software programs; properly operate electronic calculators and related department equipment; show planning, organizational and time management skills in establishing personal work priorities to ensure completion of job tasks within a specified time frame, and demonstrate effective oral and written communication skills. Must also demonstrate a keyboard entry rate of at least 30 wpm, within a computer word processing program. Also be able to apply effective training and mentoring techniques, and to safely operate a motor vehicle. Bilingual skills are desirable.