



Accounting Technician

POSITION DESCRIPTION

JOB CLASSIFICATION:

Non-Exempt

SUPERVISION EXERCISED:

None

TEAM:

Accounting

SUPERVISOR:

Accounting Supervisor

DATE:

September 1, 2021

JOB SUMMARY

This position is responsible for administrative and accounting work under the direction of the Accounting Supervisor and/or CFO and is part of the Accounting Team. The majority of work involves providing support to the finance team with responsibility for the daily accounting transactions of the Housing Authority.

ESSENTIAL JOB FUNCTIONS

- Prepare weekly accounts payable and/or accounts receivable by the deadline, which involves: Maintain all vendor information in an organized and accessible manner, entering invoices and security deposit refunds using proper account codes and process checks for all departments weekly (or more often if it is urgent), verify charges and approvals on invoices, void checks, maintain records for reporting 1099's at year-end.
- Provide support to others within the organization regarding invoice and supplier research.
- Make bank deposits on a daily basis and maintain supporting documentation for deposits.
- May process GJHA employee payroll within the iSolved software through the assistance of the Autopaychecks payroll company.
- Serve as backup to the other Accounting Technician(s) when vacancy or absence occurs, which may include: (1) processing of accounts payable checks to trade vendors and/or housing assistance payments to the landlords, (2) preparation of bank deposits, (3) payroll processing, and/or (4) other time critical duties as requested by the Controller.
- Prepares, by the deadline, all applicable reports, financials and records, and any other reports necessary.
- Provide support during budget process for researching charges and inputting data.
- Maintain an Accounts Receivable Report for repayment agreements.
- Perform related duties, as assigned.
- Runs Weekly HAP Rent Roll Runs in accordance with the Voucher Team.

ADDITIONAL JOB FUNCTIONS

- Treats people with respect and work with integrity and professional ethics, upholding the agency's values and mission. Represents the agency in a positive, professional and ethical manner at all times. This specifically includes abiding by all of the ethical rules outlined in the Employee Handbook.
- Follow Grand Junction Housing Authority (GJHA), U.S. Department of Housing and Urban Development (HUD), Financial Partners and Colorado Housing and Finance Authority (CHFA) policies, procedures, rules and regulations, where applicable. Must have or acquire a working knowledge of all pertinent regulations applicable to the position.
- Adapts well to change in the work environment. Works with frequent interruptions and responds calmly and professionally to emergency situations. Demonstrates the ability to provide quality services to a culturally diverse population. Must be respectful and professional at all times.
- Maintains the utmost confidentiality of all vendor, applicant and tenant information.
- Must be a team player and act at all times in a manner that is in the best interest of GJHA.
- Communicates and reports to the appropriate member of the Leadership and/or Executive Teams, any matters regarding liability and risk management issues at properties as well as any suggestions to improve or enhance quality of life issues provided by the clients/residents.
- Attend scheduled meetings with the Supervisor to discuss various items of concern and/or interest to both parties.
- Uses a time management system and other organizational tools set up by the GJHA.
- Establishes and maintains effective working relationships with other employees and community agencies. Ability to work in a team environment placing the interests of the team above own.
- Makes rational and appropriate decisions. Writes and communicates clearly and professionally.
- Minimal out of town training may be required
- Responsible to maintain office in a neat and clean manner. No information relating to applicants and tenants, including files and computer screens, visible to office visitors or left on the desk after work hours.

MINIMUM QUALIFICATIONS / SKILLS NEEDED

- High school diploma required.
- Education and/or experience in accounting preferred.
- Experience working with automated accounting systems, including accounts payable, payroll and accounts receivable.
- Proficient in Microsoft Excel.

- Knowledge of payroll, accounts payable and accounts receivable.
- Ability to maintain detailed information in an organized and accessible manner.
- Ability to prioritize daily work assignments to meet established deadlines.
- Ability to perform detailed accounting transactions in a consistently accurate manner.
- Ability to interact with vendors, co-workers and the public in a professional and courteous manner.
- Ability to maintain a high degree of integrity when dealing with accounting and cash transactions.
- Skill in the use of a calculator and computer software.
- Requires a valid Colorado Driver's License and the ability to be insured at standard rates.
- Criminal background checks and a pre-employment drug screen are required.

Employee Name (Print)

Employee Signature

Date