



Position Description

Classification: **Finance Associate**

Supervisor: **Executive Director**

Status: **Non-Exempt**

Summary

This position is responsible for providing oversight to all activities related to finance, accounting, and procurement for Newberry Housing Authority.

Essential Duties and Responsibilities

The following is a listing of the key duties and responsibilities of this position, and the skills, experience and knowledge required for the employee in this position. The list of duties is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities, but a representative listing of the key duties of the position. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Newberry Housing reserves the right to assign work in other areas to equalize or balance the workload, cover absences, or for other business needs of Newberry Housing.

- Assist with cost-estimation, scheduling of construction, repair and modification projects as assigned (project schedules, cost analysis, permits, purchasing/bid time and construction, etc.)
- Coordinates purchasing activities that may include RFP preparation and contract file management.
- Develop and maintain internal audit control systems; administer cash investments and prepare cash reviews in accordance with HUD requirements. Process Deposit Accounting on move-outs.
- Process accounting related functions for tenant unit transfers.
- Analyze bad debts for both Public Housing and Section 8.
- Prepare detailed and summary reports quarterly for the board meetings regarding bad debt write-offs.
- Update and maintain the MASC State Income Tax submissions each year and attend training as required.
- Enter bad debts owed information into the EIV system (HUD) and update as needed.
- Run Accounts Receivable reports.
- Reconcile tenant security and pet deposits monthly and make recommendations on the transfer of funds in the bank.
- Verify monthly charges (rent, repayment, work orders) posted by managers Set up in Yardi



and post all repayment agreements for Section 8 and provide monthly report of payments posted. Verify charge batch totals posted by managers.

- Responsible for maintaining, updating and correcting set-ups as needed in the Accounts Receivable Module.
- Create and copy Unit Count reports monthly.
- Organize and control the retention of accounting and legal records, ensuring that all appropriate information is appropriately stored and accessible.
- Commit all payables to be processed for payment.
- Coordinate with the Fee Account.
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Extensive knowledge of the nuts and bolts of Housing Authority finance, considerable knowledge of the operations and structure of the Housing Authority, knowledge of fundamental budgeting and accounting, requires computer skills to include Microsoft Office.
- Performance and Professionalism: Performs all duties in a professional and ethical manner and adheres to all standards of conduct, policies, and procedures.
- Knowledge of HUD Capital Funds Program and the submission requirements.
- Understands principles and practices of construction, personnel management and grant administration, technical specifications and practices of cost-effective construction.
- Basic knowledge of Yardi Software System and Accounting Modules.
- Skills and solid experience with financial systems, financial reporting, financial and business planning, budget preparation and adherence to statutory, regulatory and other policy standards and requirements
- Ability to accurately analyze, interpret, summarize, and present financial information.
- Strong interpersonal, and cooperative working skills. Excellent verbal and written communications skills. Strong administrative ability and organizational skills.
- Ability and willingness to maintain confidentiality. High attention to detail and a high level of accuracy.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.



Teamwork: Actively participates and collaborates across boundaries, and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Supervision

The employee receives instructions from the Executive Director. Guided by established Newberry Housing/HUD policy, the employee plans and carries out work activities with a high level of independence resolving problems that arise. Routine duties are initiated and completed by the employee without supervisory direction and within established Newberry Housing policies, trade and industry standards, and health, safety, and city and state codes and ordinances. Instructions to the employee may be general or specific in nature. Complex problems or situations not covered by instructions are usually referred to the supervisor. The employee's work is reviewed periodically for accuracy, completion, and compliance with policies and procedures.

Minimum Education and/or Experience

- Requires a high school or GED equivalent, Associates degree from an accredited two-year institution is preferred.
- Five (5) years of experience in Accounting and/or Housing Authority experience is preferred.
- Must pass a background check.

Language Skills

Ability to communicate clearly and concisely, both verbally and in writing. Ability to understand and follow verbal and written instructions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is primarily stationary, but is regularly required to move throughout the office. The ability to move, transport, or position small objects



around the office, such as books, binders, files, documents, and supplies is required. The employee must be able to exchange information in person, in writing, and via telephone. The employee must be able to operate a computer and standard office machinery.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To ensure the greatest possible protection for employees in the workplace, Newberry Housing requires cooperative efforts of all employees with help in establishing and maintaining a safe and healthy work environment.

Position generally works in the office. This position may be required to work with contractors as well as Authority residents.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]