



**KNOX COUNTY HOUSING AUTHORITY  
POSITION DESCRIPTION**

**TITLE:** FINANCE COORDINATOR

**STATUS:** EXEMPT

**REVISED:** 08/11/2015

**SALARY:** \$40,000—\$55,000 Commensurate with Experience

**REPORTS TO:** Executive Director/Assistant Director

**SUPERVISION EXERCISES:** Administrative Support Specialist & Tenant Accounts Clerk

**JOB SUMMARY:**

Responsible for administering the fiscal operation of the Authority including accounting, financial reporting, budgeting and budgetary controls, property assets as well as managing the Authority's management information system. Duties require a thorough knowledge of current accounting techniques, the policies and procedures of the Housing Authority and the accounting and reporting requirements of the Department of Housing and Urban Development. Exercises considerable independent judgment in the execution of financial transactions. Supervision is exercised over the Bookkeeper Accounting Clerk and/or Financial Analyst. Work is performed under the general supervision of the Executive Director and is evaluated through independent audits required by the Department of Housing and Urban Development and evaluation of the results obtained.

**MAJOR DUTIES AND RESPONSIBILITIES INCLUDE**

1. Provides the maintenance of all accounting and fiscal records for the Housing Authority involving several sets of financial data.
2. Reviews the work of various departments and individuals in the performance of their fiscal operations and assists the Executive Director to develop procedures for carrying out and improving operations.
3. Prepares reports or statements pertaining to the Authority's fiscal operations for the Executive Director, the Board of Commissioners, the local government and the regional and national offices of the Department of Housing and Urban Development.

4. Prepares the annual operating budget with the Executive Director for review and subsequent approval by the Board of Commissioners and HUD.
5. Maintains Development and Modernization sub-ledgers and reports actual to-date expenditures to Deputy Director and quarterly reports to HUD.
6. Receives, reviews and records income rent, maintenance charges and other sources of income.

**MAJOR DUTIES AND RESPONSIBILITIES INCLUDE (CONTINUED)**

7. Directs the proper disbursement of all funds for purchases, contracts, payrolls and other necessary expenditures.
8. Prepares input data for the posting of accounts payable, payroll and receipts and disbursements for journal entries.
9. Supervise the processing of accounts payable, preparation of checks, filling of invoices, purchasing orders and check copies.
10. Prepares semi-monthly payrolls and payroll checks and maintains employee earnings records.
11. Prepares and submits tax withholding, semi-monthly federal deposits, Illinois sales tax reports, Illinois quarterly tax returns as well as monthly and annual reports on federal tax, state tax, social security and retirement.
12. Coordinates and monitors the computer information system as system manager. Advises system users in operation of computer. Works with software and hardware maintenance vendors to correct problems. Designs, writes and codes programs for use by Authority computer users and redesigns existing programs as needed to better suit the needs of users.
13. Prepares cash flow and availability information and purchases and sells securities as investments of excess Authority funds in conjunction with the Executive Director.
14. Assist Auditors in the preparation of the Authority's financial statements.
15. Performs monthly reconciliations, the closing of books at fiscal year end, prepares statements for financial reports and prepares detailed accounts analysis as directed.
16. Performs other reasonably related duties as assigned by the Executive Director.
17. Analyzes cash and prepares investment transfers.
18. Responsible for investing Housing Assistance funds upon receipt from HUD.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Thorough knowledge of the laws and administrative policies governing Housing Authority financial and budgeting practices and procedures.
2. Thorough knowledge of bookkeeping and accounting principles, methods and practices, including HUD Accounting requirements.
3. Considerable knowledge of modern office practices and procedures and of modern office machines, especially the ability to operate a computer terminal and correct infrequent or easily resolved error conditions.
4. Considerable knowledge of the general principles of finance, including budgeting and reporting.
5. Ability to formulate and install standard accounting methods, procedures, forms and records.
6. Ability to prepare informative financial reports and to maintain exacting accounting records and to prepare accounting reports and statements of some complexity.
7. Ability to establish and maintain effective working relationships with other employees, department heads and the general public.

## **EDUCATION AND EXPERIENCE**

1. Bachelor's Degree from an accredited college or university with major course work in accounting or business administration with accounting emphasis.
2. Four to six years of experience in executive secretarial administration involving participation in the planning and management of a business or government program.
3. Or an equivalent combination of education and experience to meet the required knowledge, skills and abilities.

## **SPECIAL REQUIREMENTS**

1. Ability to formulate and install methods, procedures, forms, records or systems.
2. Must be bondable.

## POSITION DESCRIPTION

### BOOKKEEPER

DATE: \_\_\_\_\_

REVISED DATE: \_\_\_\_\_

POSITION GRADE: \_\_\_\_\_

**REPORTS TO:** Executive Director

#### POSITION SUMMARY

This is moderately difficult and varied clerical work involving the use of accounting skills learned from educational background and experience. Performance of confidential duties assisting the Executive Director in the areas of budget, procurement, management information systems and other administrative functions are required.

Work involves performing accounting duties that require knowledge of accounting principles and practices, office skills and computer operations. The employee in the performance of duties is required to apply judgment and initiative based on knowledge gained through experience. Such decisions are made, however, in accordance with established precedents or departmental policies. Unusual departures from established procedure are referred to the immediate supervisor for decision. Work is reviewed by the Executive Director for overall performance.

#### MAJOR DUTIES AND RESPONSIBILITIES INCLUDE

1. Review cash receipts journal from daily statements provided from the different developments, summarize and post miscellaneous receipts.
2. Performs reconciliation of bank statements as necessary. Clears check on computer and files with bank statements.
3. Cuts and/or impresses check signatures on accounts payable, Housing Assistance and payroll checks.
4. Sort in numerical sequence copies of checks and attached backup material (invoices, etc.) to invoice copy of check and then files.
5. Type checks for small funds, cuts, has signature affixed and enters in computer.
6. Handles all outgoing mail, including applying correct postage and logging amount charged to each department daily.
7. Performs monthly E-LOC function for capital fund and operating subsidy.
8. Investigates current rates for CD investments.

## **MAJOR DUTIES AND RESPONSIBILITIES INCLUDE (CONTINUED)**

9. Assists in the maintenance of current departmental files. Assists in the establishment of new files as required.
10. Processes the Authority's health insurance claims.
11. Assists in maintaining and compiling statistical and other data required for various records, reports and programs.
12. Types letters, purchases orders, reports, forms and other records.
13. Performs all the functions required to properly process Accounts Payable. Files Purchase Orders, invoices, and shipping documents.
14. Ability to insure that the previous day's "file save" activity was performed and the computer system is "on line" for normal processing.
15. Performs other reasonably related duties as assigned by immediate supervisor or the Executive Director.
16. Records utility consumption data from utility bills for use in performance funding subsidy calculations.
17. Ability to maintain Fixed Assets files; tags and performs inventory on equipment as required. Reconciles Fixed Assets (Land, Structure and Equipment) sub-ledger to corresponding general ledger.
18. Ability to perform the processing of accounts payable, preparation of checks, filing invoices, purchasing orders and check copies.
19. Ability to prepare semi-monthly payroll and payroll checks.
20. Assist in the preparation of monthly, quarterly and annual, federal, state and FICA reports.
21. Maintain health insurance claim files on all employees and correspond with company, keeping updated on all benefits.
22. Prepares month end closing financial documentation and submits to fee accountant.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of modern office practices and procedures.
2. Skill in use of the typewriter, computer (through a standard keyboard), office copier and other office machines.
3. Ability to make moderately complex computations with speed and accuracy.
4. Ability to understand and follow quickly and accurately written and oral instructions.
5. Ability to meet and deal tactfully and courteously with the public and to establish and maintain effective working relationships with other employees.
6. Ability to back up computer operations in such a manner as not to interfere with daily operations.

## **EDUCATION AND EXPERIENCE**

1. Graduation from a standard high school, including or supplemented by two years of vocational school with courses in typing and accounting practices and three years experience with public accounting, preferably public housing accounting.
2. Or an equivalent combination of education and experience to meet the required knowledge, skills and abilities.

## **SPECIAL REQUIREMENTS**

1. Must be bondable.