



Housing Authority of the City of Columbia, Missouri

Human Resources

201 Switzler Street, Columbia MO 65203

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Position Description

FINANCE ASSISTANT I

Class D Position

REPORTS TO: Accountant

Salary Range: \$18.00 - \$26.00/hr (Annual \$37,440 - \$54,080)

Plus Excellent Fringe Benefits Package

Application Deadline: Upon position being filled

Start Date: ASAP

SUMMARY OF POSITION:

This position involves the use of accounting skills developed through education and experience. Performance of confidential duties pertaining to employee and tenant information. Assists the Accountant in other administrative functions as needed.

Work involves performing accounting duties that require a knowledge of and experience with accounting principles and basic bookkeeping practices, clerical office skills and computer operations. CHA's financial records are maintained as electronic files. The employee must be familiar with electronic banking transactions and have the ability to maintain organized complete records for auditing purposes.

The employee in the performance of duties is required to apply judgement and initiative based on knowledge gained through experience. Such decisions are made, however, in accordance with established precedents or departmental policies.

MAJOR DUTIES AND RESPONSIBILITIES MAY INCLUDE AS ASSIGNED:

Accounts Receivable

- Make bank deposits via bank's electronic deposit system.
- Post non tenant receipts to cash management software.
- Prepare bad debt collection report for submission to credit bureau.
- Maintain electronic records of all Accounts Receivable documentation.

Accounts Payable

- Maintain vendor files in accounting software (W9 forms)
- Maintain current insurance certificates for labor contractors.
- Process 1099s in accounting software.
- Match invoices with purchase orders, receipts and packing slips provided by purchasing departments.

- Verify purchase orders have been properly authorized and that the proper account codes have been used.
- Enter invoices for payment in accounting software.
- Process settlement of tenant accounts after move out.
- Provide payment register with invoices and the attached “backup” documentation to CFO for review and approval for payment.
- Print checks and coordinate with CEO and Board of Commissioners in the signing of checks.
- Mail checks and process direct ACH payments to the bank.
- Maintain electronic records of all Accounts Payable documentation.

Other Duties

- Assist the Accountant with the administration of the company credit card program.
- Record utility consumption data from utility bills for use in HUD funding systems and annual HUD performance assessments.
- Assists in the maintenance of current Finance Department electronic files and the establishment of new files as required.
- Perform bank reconciliations as directed by the Accountant.
- Perform other duties as assigned by the Accountant.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- **Must be organized with emphasis on detail and accuracy.**
- Knowledge of contemporary office practices and procedures.
- Skilled in use of the computer, office copier and other office machines.
- Skilled ability to 10-key entry.
- Knowledge of Microsoft Outlook, Word, and Excel spreadsheet software.
- Familiar with data entry in database software.
- Ability to work with moderately complex computations and formatting of Excel spreadsheets with speed and accuracy.
- Ability to organize with emphasis on detail and accuracy.
- Ability to understand and quickly follow written and oral instructions.
- Ability to maintain effective working relationships with employees and department heads.

EDUCATION AND EXPERIENCE:

- Required: High school diploma or its equivalent
- Required: Two years of vocational school with courses in typing and accounting practices or two years’ bookkeeping experience or an equivalent combination of education and experience to meet the required knowledge, skills, and abilities.