



HOUSING AUTHORITY OF THE CITY OF LUMBERTON

307 MLK Jr. Drive ■ Lumberton, NC 28358
www.lumbertonhousing.org ■ (910) 671-8200 ■

Job Description

Title: Accounting Technician

Reports To: Director of Finance

Department/Division: Finance

FLSA Status: Non-Exempt

Employment Status: Temporary-Full Time

Position Summary

The Accounting Technician performs a variety of technical, confidential, time-sensitive accounting duties related to record keeping and/or processing of financial transactions including payroll processing, accounts payable, accounts receivable, bank deposits, purchasing and inventory. Assignments are performed in accordance with established procedures and guidelines. Independent judgment, discretion and confidentiality is necessary when completing assignments and dealing with employees, vendors and the general public. This position requires excellent written and verbal communication in dealing with others. Assigned tasks are to be performed at a level that supports the Agency's efforts to achieve the highest rating on HUD's evaluation systems. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible and appropriate use, care and safeguarding of Agency materials, supplies, resources and other assets. The omission of specific statements regarding duties does not exclude them from the position if the work is similar related or a logical assignment in association with this position. May perform other duties as directed.

Responsibilities

Undertakes and performs the following and all other work-related duties as assigned.

1. Performs a variety of technical and complex accounting tasks in support of department and agency operations and assists with the preparation of various financial statements and reports.
2. Performs various record keeping tasks, such as filing financial documents, agency contracts, billing statements, invoices and payment vouchers.
3. Responsible for providing Fee Accountant with necessary documentation, reports, schedules and/or information to complete monthly financial statements in a timely manner.
4. Prepare, review and process payroll, accounts payable and accounts receivable, invoices and other financial records.
5. Perform all accounts payable functions including coding invoices with correct general ledger account to allocate costs to appropriate fund/program. Process Accounts Payable check run.
6. Maintains vendor W-9 certificate information, verifies vendors are setup properly in AP system and is responsible for the preparation and submission of 1099 tax forms at year end.
7. Complete monthly reconciliation of the agency credit card statement and review supporting documentation.
8. Process biweekly payroll, including electronic timesheets in a timely, accurate manner. Review employee hours worked in time entry system and correct any discrepancies.
9. Enter payroll data, update payroll records as needed. Address employee inquiries regarding pay discrepancies, withholdings, direct deposits, deductions and garnishments.
10. Create and maintain payroll related reports and schedules.
11. Prepare spreadsheet to track call-back hours worked and accurately allocate cost of labor.
12. Interact with external auditors by providing information as needed to complete the year end annual audit process.
13. Allocates payments for monthly financial reports. Creates Excel worksheets including properties, amounts, general ledger numbers, dates and notes to allocate charges to individuals or to properties. Verifies that the correct properties are being charged accordingly.



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14. Performs various duties related to Accounts Receivable such as billing and posting to daily deposit log. Issues miscellaneous cash receipts, prepares invoices for inspection billings, HVAC labor, postage and call-backs. Issues cash receipts for HCV Repayment Agreements and maintains ledger for HCV Repayment balances. Prepares other schedules as required.
15. Prepares all bank deposits from public housing property staff and other incoming receipts and posts the remote deposits to the bank. Maintains an organized file system of the deposits and supporting documentation.
16. Issues requests for stop payments and voided checks and reissues lost or incorrect payments. Researches check information in the bank software.
17. Performs HCV monthly check processing. Prepare ACH file for upload, print and process checks.
18. Performs/maintains fixed asset inventory and assigns fixed asset number and tags items as needed.
19. Maintain/prepare utility consumption spreadsheets. Compile information to assist in preparation of various reports and schedules.
20. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible and appropriate use, care and safeguarding of Agency materials, supplies, resources and other assets.
21. May perform other related duties as directed.

Education and Experience

Associate degree from an accredited college or university or graduate of a licensed business college with at least two (2) years of progressively responsible experience in bookkeeping, accounting, finance, or closely related field or an equivalent combination of education and experience to fulfill essential position functions.

Knowledge and Skills

1. Considerable knowledge of GAAP, basic bookkeeping principles, recordkeeping procedures, budgeting, cost allocation, auditing, and financial reporting.
2. Ability to perform assignments independently upon receiving general instructions.
3. Ability to maintain accounting and fiscal records in an organized manner.
4. Ability to analyze and audit accounting, fiscal, payroll and leave data and reports.
5. Ability to read, comprehend and apply job related rules, policies and procedures.
6. Intermediate mathematical ability for working with real numbers, fractions, percentages, ratios/proportions and measurements. Ability to verify mathematical calculations for accuracy.
7. Must be knowledgeable in State requirements regarding Sales and Use Tax, 1099 IRS rules and general accounting principles
8. Considerable skills in operating standard office equipment and applicable software such as Microsoft Outlook, Excel Spreadsheet, Word and accounting software programs.
9. Ability to communicate effectively via email, written and verbally.
10. Ability to compile and prepare comprehensive reports as needed.
11. Ability to organize and set priorities.
12. Ability to maintain confidentiality.
13. Ability to develop computer-based spreadsheets, graphs, summaries and reports.
14. Ability to deal effectively with sensitive and confidential information.
15. Willingness and flexibility to manage multiple tasks simultaneously while handling a variety of responsibilities is essential.
16. Ability to establish and maintain effective, professional and tactful working relationships with co-workers and persons outside the Agency.



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Supervision Controls

The employee receives instructions from the Director of Finance. Courses of action, deadlines and priorities are established by policy, procedure, rules or regulations, depending upon the assignment. Routine duties are initiated by the employee without direct supervision. The employee has no supervisory duties.

Guidelines

Guidelines followed by the Accounting Technician include published laws, regulations, handbooks, financial and accounting standards established through nationally recognized accounting standards boards. If guidelines do not cover a situation, the employee consults the supervisor. Sound judgment, consistency, and accuracy are needed to successfully perform duties.

Complexity

The employee performs a variety of routine and generally related tasks. The course of action is determined by established procedure, the supervisor, or the employee. Tasks are to be coordinated, integrated, and/or prioritized to be accomplished within set deadlines. Routine work is relatively structured, and problems may require consultation with the supervisor.

Scope and Effect

The employee's work affects the Agency's credit standing and budget. Successful accomplishment of tasks by the employee can enhance the Agency's ability to provide housing that is decent, safe, and sanitary, and to render adequate services for its residents.

Personal Contacts

The employee has contact with co-workers, residents, vendors and business firms. Personal contacts serve multiple purposes including giving or gaining information and resolving problems.

Physical Requirements

1. Must be able to simultaneously sit and/or stand for up to eight (8) hours at a time while performing work duties.
2. Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eyestrain from working with computers and other office equipment.
3. Must be able to bend, stoop, push, and pull in the performance of office-related duties
4. Must be able to use fingers bilaterally and unilaterally to operate office equipment
5. Occasional lifting and moving light objects up to 25 pounds.
6. Must have vision and hearing corrected to be able to perform essential job functions
7. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
8. Must maintain a professional appearance and portray a positive image for the Agency.
9. Must be able to maintain punctuality and attendance as scheduled
10. Must be able to communicate via email and verbally.
11. Must be able to establish and maintain effective working relationships with coworkers, clients, and the public.
12. An employee may request reasonable accommodation to mitigate any of the physical requirements listed above.

Work Environment

Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted, and ventilated.



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Other Requirements

1. Must possess a State of North Carolina driver's license and maintain a good driving record.
2. Must be available for occasional overnight travel for training.
3. Must pass employment drug screening.
4. Must pass criminal background check.
5. Must work with the highest degree of confidentiality.

The Housing Authority of the City of Lumberton is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director. Employment with the Housing Authority of the City of Lumberton is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE