



## Peninsula Housing Authority Posting of Available Job

<b>Position:</b>	.5 FTE Accounting Clerk .5 FTE Accounting Specialist or Technician	<b>Date of Posting</b>	December 28, 2017
<b>Salary Range:</b>	\$17.05-24.06	<b>Job Hours &amp; Status</b>	Full time – 40 Hours
<b>This is a Union position, subject to the rules, obligations and benefits under the Collective Bargaining Agreement with Teamsters Local No. 589</b>			
<b>Scope of Work:</b>	Under the supervision of the Comptroller, performs technical duties in the area of accounting and financial services working within multiple programs for accounting, banking, and governmental reporting purposes. Work requires attention to detail and requires a moderate degree of independence to meet ongoing deadlines and departmental needs.		
<b>Minimum Qualifications:</b>	See attached position descriptions		
A detailed position description and application are attached.			
If you are interested in applying for this position, please complete an application and return to Malinda Angevine, Executive Administration Specialist			
<b>A structured interview and test will be part of the selection process.</b>			



## **PENINSULA HOUSING AUTHORITY**

### **Position Description**

**TITLE: Accounting Clerk**

**STATUS: Non-Exempt**

#### **Summary**

The responsibilities of this classification include providing technical, financial, accounting and/or fiscal support services. Duties also include basic coding of financial, accounting and/or fiscal information, calculating accounts payable, accounts receivable and payroll benefits.

#### **Scope of Responsibility**

Under the supervision of the Comptroller, this position performs financial, accounting and/or fiscal support tasks that are technically or procedurally complex. Duties include performing basic coding of financial accounting and/or fiscal information; performing calculations involving accounts receivable and accounts payable; and reconciliation of accounts. Work is performed under general supervision and requires a moderate degree of independent judgment. This incumbent's primary focus is technical accounting and financial support.

#### **Essential Job Functions (May vary by position)**

1. Provide specialized and/or technical information that requires moderate interpretation of established policies, procedures and guidelines to internal and/or external customers. Some incumbents may have to deal with sensitive and/or potentially volatile situations.
2. Compile data that may require information searches through files, contracts, records, or computer files, including spreadsheets and/or customized database applications.
3. Perform basic numerical calculations involving accounts payable, accounts receivable, cashing, reconciliation of accounts, monitoring of routine expenditures, payroll benefits and/or other applications.
4. Perform basic coding of financial, accounting and/or fiscal information.
5. Establish, maintain, modify, retrieve and track financial, accounting and/or fiscal information using a variety of methods.
6. Enter, obtain and/or verify financial, accounting and/or fiscal information following established clearly defined methods and guidelines.
7. Provide technical assistance to customers with regard to appropriate and applicable codes, policies, regulations, contracts and laws.
8. Maintain and inventory supplies and equipment as requested.
9. May compose, draft, type and/or word process, proofread and edit documents, contracts and/or correspondence.
10. Process mailings and documents that may require attaching related correspondence or information; select mail to handle personally where the response requires specialized knowledge of the assigned function; identify priority and/or time-sensitive matters; and maintain security and confidentiality.
11. Conduct orientation and/or train coworkers.
12. Modify and update assigned work procedures.

13. Maintain fixed asset and inventory records. Oversee creation of inventory listings, recording depreciation, acquisitions and dispositions.

## **Qualifications**

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description. The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Knowledge of: (May vary by position)**

- ❖ Knowledge of general office principles and practices
- ❖ Knowledge of software applications relative to the position assignment
- ❖ Knowledge of proper English grammar, usage and spelling
- ❖ Knowledge of appropriate physical standards for work involving computer use, including appropriate seating, arm and/or wrist usage
- ❖ Knowledge of word processing and spreadsheet applications
- ❖ Knowledge of basic accounting and mathematics
- ❖ Keyboarding skills (speed required may vary according to position assignment)
- ❖ Communications skills (oral and written)
- ❖ Interpersonal and human relations skills
- ❖ Organization skills
- ❖ Problem-solving skills
- ❖ Effective customer service skills and techniques – in person and via telephone (discretion, patience, etiquette, professionalism)
- ❖ Skill in using 10-key machine by touch
- ❖ Skill in numerical analysis
- ❖ Skill in operation of a variety of office equipment, such as fax machine and copier
- ❖ Skill in following oral and written instructions
- ❖ Skill in adapting to changes in work load demand
- ❖ Skill in following through on assignments
- ❖ Skills in acquiring knowledge of specialized terminology relevant to position assignment
- ❖ Skill in taking initiative
- ❖ Skill in conducting research for a specific work assignment
- ❖ Public sector financial accounting and related procedures
- ❖ Accounting principles and procedures
- ❖ Basic mathematics principles
- ❖ Modern office procedures, methods and equipment including computers and related software
- ❖ Pertinent Federal, State and local laws, codes and regulations

### **Ability to:**

- ❖ Demonstrate the proficient use of a typewriter, computer keyboard, and ten key, and ability to operate personal computer and related software. Proficient in Microsoft Word and Excel, or ability to become proficient within probationary period. Requires a familiarity with filing systems and standard business machines such as copiers, postage meters, typewriters, telephone systems and computer equipment.
- ❖ Work with a high degree of accuracy and attention to detail. Ability to learn, follow and apply complex regulations and procedures. Knowledge of spelling and vocabulary, as well as correct use of grammar, punctuation and letter format. Ability to deal with the public and

other employees with courtesy, tact and good judgment. Ability to write clearly and legibly. Ability to add, subtract, multiply, divide and compute percentages.

- ❖ Meet attendance standards necessary for successful job performance
- ❖ Be bonded
- ❖ Communicate clearly and concisely, both orally and in writing
- ❖ Establish and maintain effective working relationships with those contacted in the course of work

### **Education and Experience Required**

Associate of Arts Degree in accounting or related field. Must have a minimum of two years prior experience in financial and statistical record keeping. Equivalent combination of education, training and experience will be considered.

### **Working Conditions**

Work is conducted in a non-smoking standard office setting. Work environment is both formal and informal, team and autonomy-oriented, having variable tasks, pace and pressure. Primary functions require both:

1. Sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, moving about inside the office, maintaining a stationary position, positioning self to operate office equipment including knobs and dials; moving objects weighing up to 20 lbs. from below average waist height to above average shoulder height and transporting distances up to 50 yards. OCCASIONAL positioning self to move beneath desk areas and near floors, and to place or retrieve objects above and at average shoulder height, moderate positioning to manipulate reference books and manuals; moving objects weighing up to 50 lbs. from below average waist height to above average shoulder height and transporting distances up to 50 feet. Must be able to perceive computer screens and printed documents and operate office equipment. Must be able to discern speech and sound in the audio range typical of a busy office environment.

### **Additional Requirements**

Possession and retention of a valid Washington state driver's license. Pre-employment tests and examinations, including, but not limited to physical examination regarding bona fide occupational qualifications, drug testing, extensive background checks and other related components which are based on the specific demands of the position. Successful completion of all exams, tests, and background checks is a condition of employment. Responsible to apply extensive, in-depth knowledge of public sector operations methods in accordance with applicable provisions of the Revised Code of Washington.

Employees hired on or after June 1, 2011 must not use tobacco products on the job, including but not limited to smoking cigarettes and/or chewing tobacco.

The Authority complies with all laws and regulations relating to employment, including the Americans with Disabilities Act and the Washington Law Against Discrimination. The Authority does not discriminate on the basis of handicapped status in the admission or access to its federally assisted programs or activities. The Authority reserves the right to revise or adjust

job descriptions, job assignments and job duties at any time. Nothing in this document should be interpreted as a contract with or any other obligation of the Authority.

By the employee's signature below, the employee acknowledges that they have read this job description and understand their duties and responsibilities.

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Signature

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Date



## **PENINSULA HOUSING AUTHORITY**

### **Position Description**

**TITLE: Accounting Specialist**

**STATUS: Non-Exempt**

#### **Summary**

Performs financial, accounting and/or fiscal support tasks that are technically or procedurally complex and specialized. Duties also include back-up support in the accounting functions of payroll and Administrative back-up support to the preparation of board packets, attendance at board meetings and the preparation of board meeting minutes, as needed.

#### **Scope of Responsibility**

Under the supervision of the Comptroller, performs technical duties in the area of accounting and financial services working within multiple programs for accounting, banking, and governmental reporting purposes. Work requires attention to detail and requires a moderate degree of independence to meet ongoing deadlines and departmental needs.

#### **Essential Job Functions**

14. Assist comptroller in completion of work activities of department working in multi-faceted programs.
15. Determine accounting inconsistencies or errors; prepare corrections and verify accuracy of accounting reconciliations.
16. Organize, establish, track, code and maintain data sources, including contracts, budgets, legal documents and/or other financial, accounting or fiscal records and documents.
17. Follow established policies, procedures, codes and regulations for internal and/or external customers, over the telephone, in writing and/or in person; handle sensitive and confidential situations.
18. Provide financial, accounting and/or fiscal training to coworkers.
19. Assist in the administration of multiple budgets; provide information for budget preparation, federal or Washington State grants, and contracts according to specific directions.
20. Assist in the preparation of agency-wide financials for Executive Director, Department Heads, Board of Commissioners and the regulatory agencies, as needed.
21. Prepare and submit billings, including billings to other departments, vendors and agencies.
22. Compose, summarize, prepare, proofread and/or edit documents and correspondence.
23. Process incoming mail and documents that may require attaching related correspondence or information before forwarding; select mail to handle personally where response requires specialized knowledge of the assigned function; identify priority and/or time-sensitive matters; and maintain security and confidentiality.
24. Perform financial, payroll or other financial/numerical work utilizing the application of accepted bookkeeping or basic accounting methods and applications.
25. Receive and disburse funds; request collections of revenue.

#### **Qualifications**

Requires technical knowledge of General Ledger, Payroll, Accounts Payable, Accounts Receivable and Budgets. The following generally describes the knowledge and ability required

to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- ❖ Knowledge of general office policies, principles and practices
- ❖ Knowledge of accounting procedures and basic mathematics
- ❖ Knowledge of specialized financial terminology
- ❖ Knowledge of complex accounting principles and procedures
- ❖ Knowledge of accounting and financial operations in a governmental environment
- ❖ Knowledge of purchasing procedures
- ❖ Knowledge of rules, regulations, codes, laws, policies, procedures and ordinances as they may apply
- ❖ Knowledge of proper English grammar, usage and spelling
- ❖ Interpersonal and human relations skills
- ❖ Organizational skills
- ❖ Customer service skills in person and via telephone (discretion, patience, etiquette, professionalism)
- ❖ Skill in the operation of standard office equipment
- ❖ Skill in using 10-key machine
- ❖ Skill in word processing, spreadsheets and specialized financial software programs
- ❖ Skill in following oral and written instructions
- ❖ Skill in adapting to changes in workload demand
- ❖ Initiative and accountability skills for work product or service
- ❖ Skill in conducting complex research assignments, such as budgets, salary histories and data collection
- ❖ Skill in working on multiple projects simultaneously
- ❖ Skill in analyzing and synthesizing information
- ❖ Skill in responding to changes in regulations in a timely manner
- ❖ Skill in maintaining confidentiality of sensitive matters

### **Education and Experience Required**

Associate's degree in accounting, finance, or related field with an emphasis on public sector finance and accounting preferred. Minimum two years increasingly responsible accounting experience.

### **Working Conditions**

Work is conducted in a non-smoking standard office setting. Work environment is both formal and informal, team and autonomy-oriented, having variable tasks, pace and pressure. Primary functions require both:

2. Sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, moving about inside the office, maintaining a stationary position, positioning self to operate office equipment including knobs and dials; moving objects weighing up to 20 lbs. from below average waist height to above average shoulder height and transporting distances up to 50 yards. OCCASIONAL positioning self to move beneath desk areas and near floors, and to place or retrieve objects above and at average shoulder height, moderate positioning to manipulate reference books and manuals; moving objects weighing up to 50 lbs. from below average waist height to above average

shoulder height and transporting distances up to 50 feet. Must be able to perceive computer screens and printed documents and operate office equipment. Must be able to discern speech and sound in the audio range typical of a busy office environment.

**Additional Requirements**

Possession and retention of a valid Washington state driver's license. Pre-employment tests and examinations, including, but not limited to physical examination regarding bona fide occupational qualifications, drug testing, extensive background checks and other related components which are based on the specific demands of the position. Successful completion of all exams, tests, and background checks is a condition of employment. Responsible to apply extensive, in-depth knowledge of public sector operations methods in accordance with applicable provisions of the Revised Code of Washington.

Employees hired on or after June 1, 2011 must not use tobacco products on or off the job, including but not limited to smoking cigarettes and/or chewing tobacco. Nicotine testing may be required.

The Authority complies with all laws and regulations relating to employment, including the Americans with Disabilities Act and the Washington Law Against Discrimination. The Authority does not discriminate on the basis of handicapped status in the admission or access to its federally assisted programs or activities. The Authority reserves the right to revise or adjust job descriptions, job assignments and job duties at any time. Nothing in this document should be interpreted as a contract with or any other obligation of the Authority.

By the employee's signature below, the employee acknowledges that they have read this job description and understand their duties and responsibilities.

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Signature

\_\_\_\_\_  
Date



## **PENINSULA HOUSING AUTHORITY**

### **Position Description**

**TITLE: Accounting Technician**

**STATUS: Non-Exempt**

#### **Summary**

Performs financial, accounting and/or fiscal support tasks that are technically or procedurally complex.

#### **Scope of Responsibility**

Under the supervision of the Comptroller, performs technical duties in the area of accounting and financial services working within multiple programs. Work requires considerable attention to detail and requires a moderate degree of independence. The primary focus is in the area of management of financial or accounting services.

#### **Essential Job Functions**

26. Assist comptroller in planning, organization, completion of work activities of department working in multi-faceted programs.
  27. Determine accounting inconsistencies or errors; prepare corrections and verify accuracy of accounting reconciliations.
  28. Organize, oversee, establish track, code and maintain data sources, including contracts, budgets, payroll, legal documents and/or other financial, accounting or fiscal records and documents.
  29. Interpret established policies, procedures, codes and regulations for internal and/or external customers over the telephone, in writing and/or in person; handle sensitive, confidential and/or potentially volatile situations.
  30. Provide financial, accounting and/or fiscal training to coworkers.
  31. Assist in the administration of multiple budgets; provide information for budget preparation, federal or Washington State grants, and contracts according to specific directions.
- Assist in the preparation of agency-wide financials for Executive Director, Department Heads, Board of Commissioners and the regulatory agencies, as needed.
32. Prepare and submit billings, including billings to other departments, vendors and agencies.
  33. Compose, summarize, prepare, proofread and/or edit documents and correspondence.
  34. Process incoming mail and documents that may require attaching related correspondence or information before forwarding; select mail to handle personally where response requires specialized knowledge of the assigned function; identify priority and/or time-sensitive matters; and maintain security and confidentiality.
  35. Perform financial, payroll or other financial/numerical work utilizing the application of accepted bookkeeping or basic accounting methods and applications.
  36. Receive and disburse funds; request collections of revenue.

#### **Qualifications**

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description. The

following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- ❖ Knowledge of general office policies, principles and practices
- ❖ Knowledge of accounting procedures and basic mathematics
- ❖ Knowledge of specialized financial terminology
- ❖ Knowledge of complex accounting principles and procedures
- ❖ Knowledge of accounting and financial operations in a governmental environment
- ❖ Knowledge of purchasing procedures
- ❖ Knowledge of rules, regulations, codes, laws, policies, procedures and ordinances as they may apply agency financial systems
- ❖ Knowledge of proper English grammar, usage and spelling
- ❖ Interpersonal and human relations skills
- ❖ Negotiations skills (using tact, diplomacy and persuasion)
- ❖ Organizational skills
- ❖ Customer service skills in person and via telephone (discretion, patience, etiquette, professionalism)
- ❖ Skill in the operation of standard office equipment
- ❖ Skill in using 10-key machine
- ❖ Skill in word processing, spreadsheets and specialized financial software programs
- ❖ Skill in following oral and written instructions
- ❖ Skill in adapting to changes in workload demand
- ❖ Initiative and accountability skills for work product or service
- ❖ Skill in conducting complex research assignments, such as budgets, salary histories and data collection
- ❖ Skill in working on multiple projects simultaneously
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- ❖ Skill in maintaining confidentiality of sensitive matters

### **Education and Experience Required**

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### **Working Conditions**

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Signature

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Date