

# COMMUNITY DEVELOPMENT COMMISSION OF MENDOCINO COUNTY

## ACCOUNTANT - CONFIDENTIAL

### Job Announcement March 2023

#### **SUMMARY OF RESPONSIBILITIES**

Under general supervision, responsible for complete accounts payable processing and recording payment receipts. Assists in audits, financial analyses involving complex spreadsheet and report development. Manages the general ledger and performs main interface with Yardi software for accounting applications.

#### **SUPERVISORY ACCOUNTABILITY**

Reports to the Controller, Deputy Director and the Executive Director

#### **ESSENTIAL JOB FUNCTIONS**

1. Maintains and administers general information for accounting applications. Maintains general ledger. Monitors cash flow and maintains cash balances for each fund. Accrues year-end payables. Reconciles general ledger accounts. Controls check receipts and handles bank deposits. Prepares journal entries. Reconciles bank accounts. Records loan payments. Assists with month and year end close. Prepares and aids in various reports.
2. Processes accounts payable and reimbursements by analyzing invoice/expense reports to determine accounts and funding sources to charge; obtains approval and enters payables; and processes checks and sends payments. Resolves any purchase order, contract, invoice, advance or payment discrepancies and documentation; insures credit is received for outstanding memos. Maintains accounting ledgers by verifying and posting account transactions. Verifies vendor accounts by reconciling monthly statements and related transactions. Disburses, reconciles and replenishes petty cash, including receiving and verifying documentation. Reconcile and processes annual 1099 reports.
3. Processes Housing Assistance Payments twice monthly. Reconciles portability payments. Monitors landlord receivables and records payments.
4. Processes rent charges and other tenant charges. Process and deposits rent payment receipts and other receipts. Maintains tenant ledgers.
5. Records and tracks grant income and other receivables and deposits.
6. Interacts with required outside agencies and organizations to provide necessary accounting information. Provides financial and other information to auditors as needed. Files appropriate reports to applicable federal and state agencies.
7. Reconciles processed work by verifying entries and comparing system reports to balances. Maintains historical records by filing documents.

8. Performs other duties and tasks as assigned.

## **QUALIFICATIONS REQUIRED**

### **KNOWLEDGE NECESSARY TO PERFORM THIS FUNCTION**

1. Standard office practices and techniques.
2. Principles and practices of routine filing and record-keeping.
3. Proper grammar, spelling, punctuation, good vocabulary and arithmetic.
4. Accounting principles and practices of governmental accounts maintenance (including fund accounting and inter-fund transactions) and operations of accounts payable and payroll procedures, departmental operating standards.
5. Applicable laws and regulations for finance and payroll reporting requirements.
6. Housing programs / rental financial systems, preferred.

### **ABILITIES AND SKILLS NECESSARY TO PERFORM THIS FUNCTION**

1. Operate computer terminal and other standard office equipment.
2. Operate word processing (MS Word), spreadsheets (MS Excel) and Windows software, for recordkeeping, analyses, reporting, correspondence and files.
3. Ability to maintain confidentiality.
4. Performing a variety of clerical tasks, including data entry and processing, with speed and accuracy.
5. Performing complex accounting, statistical and analytical calculations accurately.
6. Apply concepts such as fractions, percentages, ratios and proportions in practice.
7. Organize work, set priorities and exercise sound independent judgment with established guidelines under minimal direction.
8. Read, analyze, interpret, learn and follow internal and external policies and procedures and government statutes and regulations.
9. Understand the organization and operations of the Housing Authority and of outside agencies as necessary to perform assigned responsibilities.
10. Ability to conduct business courteously and effectively.
11. Establishing and maintaining cooperative relationships with all those contacted in work.
12. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
13. Understand and follow complex written and oral instructions accurately, consistently and with a minimum of supervision.
14. Communicate clearly and concisely, both orally and in writing with the public and co-workers.
15. Participate in group decision-making processes.
16. Maintain reliable and consistent attendance.

### **EDUCATION REQUIRED**

High School Diploma or GED. AA in accounting preferred.

## **EXPERIENCE REQUIRED**

Five or more years of professionally responsible work experience in accounting field or any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position.

## **LICENSES AND CERTIFICATIONS**

Possess a valid California driver's license, with a driving record acceptable to the Commission's insurance carrier and auto insurance coverage.

## **MATERIAL AND EQUIPMENT USED**

General office equipment, computer, calculator, copy machine, typewriter, fax machine.

## **ENVIRONMENT**

Busy office environment; constant interruptions.

While performing the essential functions of this position the employee is occasionally exposed to fumes or airborne particles, work near moving mechanical parts.

## **PHYSICAL REQUIREMENTS**

When evaluating whether an individual meets these physical requirements, the Community Development Commission will consider the availability of reasonable accommodation.

1. Ability to exchange information.
2. Ability to read and comprehend a variety of materials.
3. Ability to operate a computer keyboard for extended periods of time.
4. Sitting for extended periods of time.
5. Standing, walking, twisting, stooping, crouching, kneeling, bending over at the waist, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying up to 30 pounds to waist height.
6. Maintain reliable, predictable attendance by reporting to work as scheduled and on time.
7. Close (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), ability to focus.
8. Ability to develop effective working relationships with co-workers and with members of the general public.
9. Have the ability to drive an automobile.

## **COMPENSATION AND BENEFITS**

Hourly range from \$20.39 - \$32.91. Starting wage will be based on the related qualifications of the individual selected. This is a non-exempt position. Comprehensive benefit package includes an allowance of \$750\* per month for medical, dental and vision insurance (dependent coverage available); CalPERS retirement 2% at age 62 (age 60 for qualifying classic members), option for deferred compensation 457(b) plan contributions, paid life insurance, 13\* paid holidays, two\* weeks starting vacation, three\* weeks sick leave. (\* Pro-rated for less than 40 hours per week.)

This position will be a minimum of 24 hours up to 40 hours per week. Total hours per week will be determined at hiring. There is flexibility in setting the weekly work time hours to meet the needs of both the Agency and the employee.

## **HOW TO APPLY**

Applications and supplemental questionnaire, if applicable, can be requested by calling (707) 463-5462 X 101 between 8:00 a.m. and 5:00 p.m. Monday through Thursday. Hearing impaired call CA relay at 711. The application can also be found on our website [cdhousing.org](http://cdhousing.org).

It is helpful to include a résumé, but resumes without completed applications will not be considered. It is our intention to interview highly qualified candidates within one week of receipt of their application and to make a selection as soon as possible.

### **PROMOTIONAL OPPORTUNITY**

**Posted: March 23<sup>rd</sup>, 2023**

**Open for internal preference until 5:00 p.m., PDT, March 27th, 2023**