

**COMMUNITY DEVELOPMENT COMMISSION  
OF MENDOCINO COUNTY**

**ACCOUNTANT - CONFIDENTIAL**

**Job Announcement  
June 2021**

**SUMMARY OF RESPONSIBILITIES**

Under general supervision, responsible for complete payroll and accounts payable processing, maintenance of confidential information in personnel files for salaries and benefit information and benefits administration. Assists in budget development and 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 and the Executive Director

**ESSENTIAL JOB FUNCTIONS**

1. Maintains and administers general information for accounting applications. Maintains general ledger and chart of accounts. 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. Records grant income and capital plan purchases, verifies statements. Prepares journal entries. Reconciles bank accounts.
- Processes accounts payable by analyzing invoice/expense reports to determine accounts and funding sources to charge; obtains approval and enters payables in GL system; and processes checks and sends payment. Resolves any purchase order, contract, invoice, or payment discrepancies and documentation; insures credit is received for outstanding memos. Pays employees by receiving and verifying expense reports and requests for advances; preparing checks. 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.
- Maintains and administers confidential information for payroll and benefits administration. Prepares bi-weekly payroll using QuickBooks and processes required payroll tax payments. Processes annual 1099 and W-2 forms. Closes monthly/quarterly payroll. Prepares worker compensation claims, wage reports. Administers employee and employer benefits. Conducts new employee orientation for payroll and benefits.
- Processes Housing Assistance Payments at least monthly. Reconciles portability payments. Processes rent charges and other tenant charges. Process and deposits rent payment receipts and other receipts. Maintains tenant ledgers.

- 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. Maintains information for CalPERS, Direct Deposits and ACH transfers. Interfaces with Yardi software representatives as needed.
- Reconciles processed work by verifying entries and comparing system reports to balances. Maintains historical records by filing documents.
- Performs other related essential duties and tasks as assigned.

Can also include the following functions:

1. Accounts receivable- Record to G/L, maintain, monitor
2. Record, coordinate, maintain HUD Grants/Drawdowns (eLOCCS), Treasury Deposits, LAIF funds.
3. Month End Closing of Agency Books.
4. Setup new employees in Yardi.
5. Prepare various reports, including monthly program board reports

## **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 financial systems, preferred.

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

1. Operate computer terminal and other standard office equipment.
2. Prepare and maintain accurate, complete and confidential records, reports, and files.
3. Communicate clearly and concisely, both orally and in writing.
4. Apply concepts such as fractions, percentages, ratios and proportions in practice.
5. Prioritize tasks and work under minimal direction.
6. Learn applicable Federal statutes, regulations and policies.
7. Organize work, set priorities and exercise sound independent judgment with established guidelines.
8. Understand and follow written and oral instructions accurately, consistently and with a minimum of supervision.
9. Deal tactfully with a variety of people under constantly changing circumstances using tact and diplomacy.
10. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

11. Understand and follow complex verbal and/or written instructions.
12. Understand the organization and operations of the Housing Authority and of outside agencies as necessary to perform assigned responsibilities.
13. Participate in group decision-making processes.
14. Read, analyze and interpret policies, procedures and government regulations.
15. Maintain accurate records and files.
16. Operate word processing (WORD), and spreadsheet (Excel) software, and utilize computer software for recordkeeping, analyses, and reporting.
17. Maintain reliable and consistent attendance.

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

1. Ability to conduct business courteously and effectively.
2. Efficient data entry and processing.
3. Performing a variety of clerical tasks with speed and accuracy.
4. Performing complex accounting, statistical and analytical calculations accurately.
5. Preparing accurate and concise correspondence and reports.
6. Interpreting agency policies and procedures.
7. Operating a variety of office machines and computers.
8. Understanding and implementing oral and written instructions.
9. Communicating effectively with the public and co-workers.
10. Establishing and maintaining cooperative relationships with all those contacted in work.

## **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**

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

## **MATERIAL AND EQUIPMENT USED**

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

## **ENVIRONMENT**

1. Busy office environment; constant interruptions.
2. 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, 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.
4. Sitting for extended periods of time.
5. Using a computer keyboard for extended periods of time.
6. 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.
7. Report to work as scheduled and on time.
8. 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.
9. Maintain reliable and predictable attendance
10. Ability to develop effective working relationships with co-workers and with members of the general public.
11. The employee must have the ability to drive an automobile.

## **COMPENSATION AND BENEFITS**

Hourly range from \$19.70 - \$31.82. Starting salary will be based on the related qualifications of the individual selected. Comprehensive benefit package includes an allowance of \$750\* per month for medical, dental and vision insurance (dependent coverage is an option); CalPERS retirement 2% at age 62 (age 60 for qualifying classic members), option for deferred compensation 457(b) plan contributions, paid life insurance, 12\* 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 1 week of receipt of their application and to make a selection as soon as possible.