

BOOKKEEPER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Housing Authority and combines the responsibility for maintaining all financial records, tenant and public contact and office procedures in a one employee office. This employee must combine technical account keeping responsibilities with responding to tenant needs. The employee must combine technical account keeping responsibilities with responding to tenant needs. The employee needs also to acquire knowledges and skills in dealing with problems which occur during the absence of the Director. The work is performed under the general direction of the Housing Director with wide leeway allowed in exercising judgment on work schedules and priorities; does related work as required.

TYPICAL WORK ACTIVITIES:

- Maintains a complete set of financial records and accounts including journals, ledgers, and subsidiary ledgers;
- Computes cost accruals, interest payments, and amortizations on indebtedness;
- Reconciles bank statements, prepares monthly trial balances, prepares financial reports and maintains payment schedules for insurances;
- Accepts and reviews applications for completeness for Section 8 HUD Programs;
- Works with administrator and performs routine clerical work on a variety of reports, the budget and work involving tenant relations;
- Attends monthly board meetings, takes minutes, prepares resolutions and minutes;
- Maintains contacts with tenants and makes out work/repair orders on maintenance and repair problems;
- Assists the Director in coordinating the use of facilities and in verifying information submitted by potential residents;
- Performs a variety of clerical work on payrolls, withholding taxes and reports, civil service reports, worker's compensation, social security, etc;
- Functions as cashier in receiving and recording payments of rents, special assessments and other types of sales.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Thorough knowledge of modern methods used in keeping and checking financial records and reports; good knowledge of principles and practices used in single and double entry bookkeeping; good knowledge of office terminology, procedures and equipment; ability to understand and carry out oral and written directions; ability to make arithmetic computations; ability to write legibly; ability to type an acceptable rate of speed; ability to deal effectively with the public; neatness; good judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two years of experience in maintain a complete set of financial accounts and reports in a setting involving public contact.