

Position Description

Position Title:	Accountant I	Department:	Finance
Reports to:	Finance Manager	Employment Status:	Full-Time
FLSA Status:	Non-Exempt	Date Created:	July 2017
Representation Status:	Unrepresented	Date Revised:	August 21, 2023

Summary

The primary purpose of this position is to perform technical and professional accounting work, including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, auditing and providing information to the Santa Clara County Housing Authority (Agency) staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing year-end audit reports and schedules; communicates regarding disbursement activities with Agency staff, vendors, contractors, and outside agencies; performs research on accounting, Internal Revenue Service (IRS), and state/federal payroll rules and regulations; performs related work as required.

The essential duties and responsibilities listed below support the Santa Clara County Housing Authority's ("SCCHA") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable; creates incoming check deposit slips and accounts receivable batches; submits bank transfer requests to settle receivables and payables between programs; reconciles bank statements to the general ledger; reviews monthly financial statements for assigned programs.
- Assists in preparing data and schedules for year-end audits; responds to audit requests; reviews and comments on the Agency's and affiliate audit reports, findings, and recommendations.
- Verifies charges are made to appropriate program accounts, identifies discrepancies, researches questions and issues, and confers with staff to resolve problems; prepares funding source requisitions and transfers; reconciles total expenses to authorized funding.
- Provides information to Agency departments for budget development; assists with monitoring and analyzing budget variances; gathers data and cost analysis as needed.
- Provides support to accounts payable functions, which includes uploading invoices, selecting appropriate workflows for routing invoices, following up with staff from other departments for timely invoice approval, and processing of vendor payments.
- Provides technical guidance and back-up support to payroll functions; researches and responds to inquiries from staff, other departments, vendors, and external governmental agencies; performs internal review of payroll processing and reporting records (e.g. bi-weekly earning, pension contribution, and 457 reporting to CalPERS); interprets, applies, and explains CalPERS, IRS, Federal, and State payroll rules and regulations; assists in trouble shooting ADP system issues.
- Assist and support the Accounting/Financial Analyst or Accountant II with fixed asset record keeping.
- Provides input in development of accounting department procedures; reviews financial records to ensure compliance with HUD regulations, general accounting standards, or payroll rules; assists with ad-hoc research projects.
- Establishes and maintains contact and working relationships with all internal departments, local, state,

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and federal agencies for acquisition of necessary information, and/or for the implementation of cooperative programs and activities.

- Interprets, applies, and explains federal, state, and local laws and regulations, and Agency policies, procedures, and practices of assigned areas of responsibility.
- Assists with evaluation, recommendation, and development of process improvements.
- Prepares and presents clear and concise analysis, correspondence, policies, desk manuals, and other written materials.
- Establishes and maintains a variety of filing, record-keeping, and tracking systems.
- Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner; organizes own work, sets priorities for self and others, and meets critical timelines/deadlines.
- Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS

Education and/or Experience

Any equivalent combination of education and/or experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:

An associate degree with major coursework in accounting, finance, or business, or a closely related field; and two (2) years of responsible accounting experience. Bachelor's degree preferred.

Core Competencies

This position requires the incumbent to exhibit the following behaviors, knowledge, skills and abilities:

Advancing Inclusivity and Leveraging Diversity: Works to create a culture of inclusivity where individuals of diverse cultures, demographics, interpersonal styles, abilities, motivations or backgrounds are and feel valued for their unique perspective and talent; inspires and makes the most effective use of the capabilities, insights and ideas of all individuals.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer/Client Service: Meets/exceeds the expectations and requirements of internal and external customers and clients; identifies, understands, monitors, and measures the needs of both internal and external customers and clients; talks and acts with customers and clients in mind. Values and recognizes work colleagues as customers.

Effective Communication: Ensures important information is clear, concise and organized to be passed to those who need to know verbally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others. Actively listens and understands the audience to adapt messages appropriately. Applies knowledge of methods and techniques for the development of effective presentations, business correspondence, and information distribution based on audience needs.



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Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Integrity: Exhibits honesty with oneself, coworkers, and customers. Stands up for what is fair, honest, ethical, and morally right even, in the face of opposition.

Job Knowledge and Skill: Exhibits requisite knowledge, skills, and abilities to perform the position effectively including accounting and budget principles, financial statements and elements such as assets, liabilities, equity, income and expenses along with applicable federal, state and local laws. The work has technical and programmatic aspects, requiring the interpretation and application of policies, procedures, and regulations and involving frequent contact with staff and the public, as well as performing various research functions. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility and function with a high degree of independent judgment and initiative.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

Technical Skills: Exhibits requisite knowledge, skills and ability to perform duties using computers and peripheral equipment, and software skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn computer software programs as required by assigned tasks.

Work Environment/Physical Demands

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; however, this class may be performed in an environment with exposure to various odors/fragrances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, virtually and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]