



JOB DESCRIPTION

Job Title: Accountant I

Supervisor: Finance Director

Job Statement:

The main duty of the Accountant I is to provide financial, administrative, and bookkeeping services for the purpose of assisting in effective, efficient, and accurate financial reporting and to assist in the administrative processes that allow for a smooth flow of the entity's operations. The ability to work well with others is essential in accomplishing the day-to-day requirements of this position.

Job Description:

Essential duties and functions include the following and other related duties may be assigned.

- Schedules payables to ensure timely payments.
- Prepares, inputs, and disburses payables.
- Maintains recurring payables.
- Match and reconcile invoices with purchase orders.
- Codes invoices "Posted" and "Paid".
- Maintains payable files with appropriate backup.
- Responsible for year-end 1099's and backup withholdings and preparation of A/P accruals.
- Type's letters and reports as needed.
- Responsible for disbursing Section 8 (Voucher Program) checks monthly.
- Research payables and correspond with vendors as needed to maintain accurate balances.
- Inputs vendor information and amounts into the computer system for check preparation.
- Processes and verifies total accounts payable for all Authority programs and maintains complete record through posting in general ledger.
- Enters all invoices and expenses to be paid for phone, insurance, maintenance agreement and leases, etc.
- Maintains file for service contracts and leases.

- Compiles data to verify accuracy of bills and computes entries to determine prices and discounts.
- Type's manual checks from General Fund and Section 8 when requested.
- Processes, prints, and obtains required signatures on checks; and distribute and mails checks accordingly.
- Assist Accountant II with payroll processing, as needed
- Perform other duties as assigned.

Qualifications and Knowledge:

- Two-year associate's degree in accounting from an accredited college or university or graduate of a licensed business college. Experience in data entry and bookkeeping/clerical experience, or an equivalent combination of education and experience.
- Good knowledge of HUD regulations and Authority policies, procedures, and practices.
- Considerable knowledge of generally accepted accounting principles, practices and techniques, basic bookkeeping principles, record keeping procedures and specific departmental procedures.
- Good knowledge of general office procedures and practices, business English and mathematics.
- Skill in operating computer equipment and general office machines.
- Knowledgeable in Microsoft Excel, Word, or comparable word processing program.
- Knowledgeable in Adobe Acrobat software.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to establish and maintain effective and courteous relationships with other employees, vendors, and other business contacts.
- Ability to communicate clearly and concisely with vendors, orally and in writing.
- Able to communicate clearly, concisely in both English/Spanish preferred.
- Ability to maintain confidentiality.
- Must have valid Texas driver's license.
- Must be bondable
- Eligibility for coverage under PHA fleet auto insurance.

Supervision Received and Given

The employee receives instructions from the Finance Director. Courses of action, deadlines, and priorities are established by procedure, the supervisor, or the employee, depending on the assignment. Routine duties are initiated by the employee without supervisory direction. Instructions to the employee may be general or specific in nature. Problems or situations not covered by instructions are usually referred to the supervisor for resolution. The employee's work is reviewed periodically for accuracy, completion, and compliance with policies and procedures. The employee works primarily independently with little guidance.

The employee has no supervisory responsibilities.

Guidelines

The employee refers to HUD guidelines, Generally Accepted Accounting Principles, internal policies and procedures and to computer accounting applications manuals in performing work. These guidelines cover most job-related situations although the employee is usually required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the supervisor or decides based on the circumstances. Good judgment is needed to code invoices.

Complexity

The employee performs a wide variety of routine and generally related tasks. The course of action is determined by established procedure, the supervisor, or the employee. Tasks always have to be coordinated, integrated, and/or prioritized. Some computer applications may be difficult to accomplish and require resourcefulness and extra effort by the employee. Decisions regarding unusual circumstances may be made by the employee on occasion.

Difficulty arises when procedures are not followed by other departments. Year-end schedules and balancing can also be complex.

Scope and Effect

The employee's work affects vendors, residents, and other Authority employees but most importantly the financial reporting. Successful accomplishment of tasks by the employee ensures that: (1) adequate sources are available for goods and services; (2) management is provided accurate and timely financial and other information to make informed decisions; and (3) vendors are paid in a timely manner.

Personal Contacts

Most of the employee's contacts are with vendors, contractors, and co-workers, although contact with assisted families may be necessary when researching family files. Contacts are made: (1) to give, obtain or clarify information regarding vendor accounts and resolve problems; and, (2) provide assistance to other Authority personnel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds.

The noise level in the work environment is usually quiet.

A criminal background and drug screen must be completed before hire. An official McHC Employment Application must be completed, and a resume submitted. MCAHA is an equal opportunity employer and adheres to Section 504 of the Rehabilitation Act of 1973 by providing equal access to services, programs and activities for qualified individuals with disabilities.

Work Environment

Work involves the normal risks or discomforts associated within office environment but are usually in an area that is adequately cooled, heated, lighted and ventilated.

A criminal background and drug screen must be completed before hire. An official McHC Employment Application must be completed, and a resume submitted. MCAHA is an equal opportunity employer and adheres to Section 504 of the Rehabilitation Act of 1973 by providing equal access to services, programs and activities for qualified individuals with disabilities.

Starting Salary is based on experience \$15 - \$16

Position is open until filled.

Interested applicants must complete an official agency available on the website www.mcallenhc.org

Original application copies can be emailed, mailed or dropped off at McAllen Housing Authority main office located at:

Attn: HR Dept.
1200 N. 25th St.
McAllen, TX 78501

arosas@mcallenhc.org