**Position Description**: Accounting Assistant

**Summary of Job**: The Accounting Assistant is a support position for the Finance Manager. The duties involve maintaining accurate accounting records and computerized transactions within Finance.

Supervisor: Finance Manager.

Supervisory responsibilities: None

Works closely with all BHP staff and departments. Responsibilities ADA compliance: A number indicates the function is essential to the purpose of the job.

**I. Specifications of Job Duties**

 **i. Accounts Payable**

1. Enters invoices,
2. produces checks,
3. mails checks and,
4. responds to vendor inquiries.

 **ii. Accounts Receivable**

1. Establish and maintain effective rent collection procedures.

 2. Enter rent and other funds collected into the computer system.

 3. Ensure that all tenant accounts receivable are accurate.

 4. Ensure that all delinquent accounts are dealt with in a timely and effective manner

5. Physically go to each property with a laundry room (6) and collect the money from the machines and take to the bank for counting and depositing.

 **iii. Payroll**

1. Collect all timesheets and ensure accuracy.
2. Enter payroll data into software
3. Generate payroll
4. Ensure direct deposits are made to each employee account.

 **iv. Additional Duties**

1. Make all tax deposits
2. Run quarterly and year end reports
3. Assist staff and Resident Associations with the financial accounting and distribution of funds to Associations or for the purposes of approved community activites.
4. Other duties as assigned or requested by Finance Manager

 **v. Administration, Relations and Communications:**

1 Ensure that all procedures comply with the most current appropriate regulations and BHP policies.

2. Ensure that all data reporting is complete, accurate, timely and easily accessible.

3. Participate in all relevant systems process teams.

4. Maintain accurate records of all tenant households residing at properties including their financial records.

 6. Maintain effective positive relations with all internal and external partners.

 7. As time and duties permit, assist other program staff with data input and records.

**II. Competencies: Abilities, Attitudes, Behaviors Qualifications and Knowledge,:**

**A. Qualifications and Knowledge**:

1. Possess a minimum of four (4) years of increasingly responsible computer focused accounting experience specifically in the areas listed above under duties.
2. Must be able to be bonded and work within standards of close confidentiality.
3. Must be obsessively orientated to detail and be proficient in with working with numbers.
4. Must be able to lift and carry 30 pounds.
5. Must have a High School degree.
6. Must have a valid driver’s license and four years of no incidents on driver’s license record.

**B.** **Abilities, attitudes and behaviors:**

1. Ability to develop, monitor and maintain financial reporting systems.
2. Ability to prepare analytical, statistical and narrative reports.
3. Ability to communicate clearly and concisely both orally and in writing.
4. Ability to operate a complex comprehensive Windows based computer program and perform basic level trouble shooting of software and hardware issues.
5. Ability to work independently and in a team setting and to carry out detailed assignments while maintaining and advancing the broad organizational mission.
6. Ability to establish and maintain effective relationships with a wide variety of individuals and organizations including; persons with diverse backgrounds; community agencies, residents and BHP staff.
7. Ability to explain and effectively apply Housing Partnerships policies, procedures, rules and regulations with residents and others.
8. Must have excellent organizational skills and ability to manage many tasks simultaneously.
9. Address conflict in an open, mature manner which is focused on problem resolution rather than of avoidance or blame.
10. Give and receive feedback within the staff respectfully and openly.
11. Participate fully in staff meetings, raising issues directly and being willing to engage in finding collaborative solutions to problems in group settings.
12. Readily receptive to self-reflection and learning regarding intra-team communication and collaboration.
13. Keep the BHP values and mission front and center when engaged with internal and external partners.

This is a non-exempt FLSA position. The work week is Monday through Friday for 20 hours. There are no benefits associated with this position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of person in position and date