

## **JOB DESCRIPTION AND SPECIFICATION**



**Job Title:** Accounting Specialist

**FLSA Status:** Non-Exempt

**Department:** Finance

**Reports to:** Accounting & Housing Manager

**Salary Range:** Grade 2

**Requires Fingerprinting:** No

**Approved:** 11.30.2018

**Revised:** N/A

### **Summary of Job Activities**

The Accounting Specialist provides support to the Accounting & Housing Manager and CFO and is responsible for oversight of Gift Card and Expense Report processes; assists with audit preparation; computing and posting rental payments on Tenant database software (Yardi), processing move-ins and move-outs, implementing system changes, customizing reports, administrative compliance with agency inspections, and performing administrative tasks involved in the review and maintenance of the housing clients.

### **Principal Duties**

- Process expense reports, ensure all supporting documentation is accounted for
- Manage gift card inventory, disbursements and receipts
- Maintains and updates tenant information into Tenant database software (Yardi) and tenant files along with lease termination dates and prepares home market information to coincide with completion of affordability timeframe
- Completes reconciliation of all rent receivables each month for all persons residing in the property
- Reviews the monthly rent roll to ensure that the property deposits, rents, move in dates, etc. are accurate
- Completes administrative/management reports as directed
- Advises agency on occupancy matters
- Assists on compliance matters, implements quarterly compliance program inspections and participates in housing monitoring with Federal, State, and local housing agencies in order to ensure the housing program meets all program requirements
- Reviews and analyzes information relating to contracts, agreements and rent receivables
- Monitors monthly delinquency in Yardi. Distributes 5-day notices for non-payment and initiates evictions for non-payment, as necessary.
- Works with attorney on evictions for reasons other than delinquency
- Assist with Annual Audit
- Maintain Excel spreadsheets
- Utilize Abila accounting software and Tenant database software (Yardi)
- Ongoing assessment and improvement of processes
- Other duties and tasks as assigned

### **Skills & Abilities Required**

- Strong organizational skills and attention to detail
- Excellent verbal, written, and interpersonal communication skills
- Strong computer skills: Microsoft Word, Excel, Outlook
- Strong initiative and self-motivation
- Multi-task effectively in a fast-paced environment

- Demonstrated ability to work effectively in a team setting or work independently when needed
- Satisfactory results from pre-employment criminal history check, and education & employment background investigations
- Ability to effectively communicate verbally and in writing
- Able to read and understand written instructions
- Able to accept direction and constructive criticism
- Ability to lift 25 pounds

### **Education, Training, and Experience**

#### *Preferred*

- Accounting/administrative coursework preferred
- Property management experience & knowledge of AZ Landlord Tenant Law desirable
- Experience in an office or professional environment

### **Working Conditions**

- Normal office environment
- Normal part-time work week; some additional hours may be required

### **Equipment Used**

- Personal computer with internet access
- General office equipment including calculator, copier, fax, scanner

This job description is not intended to be all-inclusive; Homeward Bound reserves the right to revise or change job duties as the need arises. Job Descriptions do not constitute written or implied contracts of employment. *Employment with Homeward Bound is at will.*

### **We Are An Equal Opportunity Employer:**

It is the policy of Homeward Bound to provide equal opportunity for all qualified persons and we will recruit, hire, train and promote into all job levels the most qualified individuals without regard to race, color, creed, religion, sex, national origin, ancestry, marital status, status with regard to public assistance, disability, age, sexual orientation, or other protected status under any federal, state, or local law.