



Housing Authority
of the
County of Tulare

CLASSIFICATION: ACCOUNTING ASSISTANT

RESPONSIBLE TO: CONTROLLER

DEFINITION: Under direction of the controller to perform technical and complex Housing Authority accounting duties; to maintain an accounting system; to review fiscal records; to prepare detailed financial report statements and analysis; and to do other related work as required.

DISTINGUISHING CHARACTERISTICS: Assists other professional and clerical accounting staff. The assigned responsibilities are more difficult and complex and require independent judgment and critical thinking.

EXAMPLES OF DUTIES: Plans, organizes, coordinates and assists in the operation of the general accounting department; performs clerical duties within the Housing Authority's accounting system related to accounts payable, accounts receivable, tenant contracts, Section 8, inventory control, property control, payroll and/or purchasing; analyzes receipts and disbursements on a project-by-project basis; reviews and reconciles tenant security deposits; reconciles bank statements; operates and processes accounting transactions utilizing an automated accounting system; trains accounting personnel in the theory and application of accounting principles; makes recommendations and participates in the implementation of new policies and procedures; prepares financial reports; reviews budget control of program funds; prepares operating statements, balance sheets and other fiscal and accounting reports; assists with the preparation of financial summaries, statements, reports and budgets; establishes and maintains the maintenance of the general and special ledgers and other accounting records; reviews the classification and distribution of income and expenditures to proper accounts and general prorate allocations to various funds; reviews and studies the legal and procedural requirements affecting accounting policies; establishes control systems to evaluate accuracy and effectiveness of accounting records; enrolls new employees in health, dental, vision and disability/life insurance plans and deals with changes thereto via the Internet, telephone or correspondence; assists with new-employee orientations; coordinates department accounting functions with data processing and purchasing; handles special assignments involving accounting problems; and performs related work as required or delegated.

EDUCATION/EXPERIENCE: Graduation from an accredited college or university with major study in accounting, business administration or related curriculum that includes 15 semester hours of college credit in accounting; five years of increasingly responsible accounting and/or auditing experience, including three years in a supervisory capacity. Any combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities may be substituted for the college education.

**Housing Authority of the County of Tulare
Accounting Assistant (Continued)**

KNOWLEDGE OF: Accounting principles, concepts and terminology; methods of accounting-system design and installation; principles of supervision and management; intermediate math, including fractions, percentages, decimals and statistics.

SKILLS TO: Plan and organize a complex accounting system; interpret and apply state and federal regulations; collect, organize and interpret financial data; solve problems analytically; evaluate performance of accounting personnel; communicate orally and in writing in a clear and concise manner; establish priorities and keep deadlines; function under pressure; maintain cooperative relations with other staff members and the general public.

DESIRABLE QUALIFICATIONS: Computer usage and application.

PHYSICAL CHARACTERISTICS: Manual dexterity of the hands/wrists in order to operate a computer keyboard, calculator and other office equipment for extended periods of time; good eyesight to read/write and visually use a computer screen; strength and flexibility in order to bend, reach, stoop and lift at least 20 pounds of ledger records; good hearing to accommodate and greet persons coming into the office and to handle telephone conversations; clear speech and verbal skills in order to communicate with the public and co-workers; ability to operate a motor vehicle. Must have ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Regular attendance required.

LICENSES/CERTIFICATIONS: A valid California driver's license.