



Housing Authority
of the
County of Tulare

CLASSIFICATION: DATA ENTRY/ACCOUNT CLERK III

RESPONSIBLE TO: CONTROLLER

DEFINITION: Under direction of the controller to perform more complex-level Housing Authority accounting, clerical and financial record-keeping activities in an automated accounting system; to process any one or combination of accounts payable, accounts receivable, tenant contracts, Section 8, inventory control, property control, payroll or purchasing functions; and to do other related work as required.

DISTINGUISHING CHARACTERISTICS: This is the highest level in the data entry/account clerk series. Duty assignments are more complex and varied in difficulty and require flexibility and independent judgment. Employees at this level are required to perform complex accounting, clerical duties within the Housing Authority's computerized accounting system related to accounts payable, accounts receivable, tenant contracts, Section 8, inventory control, property control, payroll or purchasing functions.

EXAMPLES OF DUTIES: Compile a variety of statistical and financial reports; perform more complex accounting, clerical duties within the Housing Authority's accounting system related to accounts payable, accounts receivable, tenant contracts, Section 8, inventory control, property control, payroll or purchasing; analyze receipts and disbursements by project and on a project-by-project basis; review and reconcile tenant security deposits; reconcile bank statements; operate and process accounting transactions utilizing an automated accounting system; prepare a variety of management, outside organization and governmental agency reports; post financial data; coordinate assigned activities with other Housing Authority staff; respond to requests for information from outside agencies; enroll new employees in health, dental, vision and life insurance plans and deal with any changes thereto via the Internet, telephone or correspondence; help with new-employee orientation; and perform related work as required.

EDUCATION/EXPERIENCE: Sufficient to demonstrate competency in the knowledge and skills specified and to learn skills normally acquired on the job. This would usually be obtained by graduation from high school, or equivalent, and at least four years of increasingly responsible duty assignments in accounting activities.

KNOWLEDGE OF: Basic accounting principles, procedures and terminology; intermediate math, including addition, subtraction, multiplication, division, fractions and percentages.

**Housing Authority of the County of Tulare
Data Entry/Account Clerk III (Continued)**

SKILLS TO: Write or print clearly and concisely using technical terms where appropriate; follow oral and written instructions, understand and interpret the principles, laws and procedures involved in fiscal record-keeping and accounting functions; analyze data and draw logical conclusions; prepare financial reports and maintain ledgers, journals and spreadsheets; operate a calculator quickly and accurately; adjust to changes in work load and establish priorities and meet deadlines.

DESIRABLE QUALIFICATONS: Duties and functions of related support personnel; applicable state and federal guidelines and procedures; computer usage.

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/CERTIFICATES: A valid California driver's license.