

## Senior Account Clerk/Stenographer

### DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory level position involving responsibility for data processing and accounting duties. The work requires a general knowledge of computer hardware and software maintenance, general accounting background, general understanding of specific law, rules and policies. An incumbent functions independently on routine matters following prescribed procedures but is expected to refer unusual situations to the Executive Director before taking action. Supervision and instruction is exercised over the work of a small clerical staff. Performs related work as required.

### TYPICAL WORK ACTIVITIES:

Performs general hardware and software maintenance on computer system necessary for daily operations.

Advises on procurement of computer system supplies necessary for day to day operations.

Keep up-to-date on advancements in computer systems and related areas such as software to better perform daily activities and hardware to improve daily operations and future expansion of computer applications.

General Accounting duties including posting from cash receipts and disbursements to general ledger; supervision of staff on computer input of receipts, accounts payable and payroll.

Compiles payroll data, supervises payroll preparation to insure accuracy; prepares related payroll records and reports for Federal and State Agency's as required.

Participates in the preparation of the operating budget and advises of availability of funds; maintains and advises Executive Director of budget controls or overruns on line items.

Prepares quarterly, semi-annual and annual reports as required by the US Department of Housing & Urban Development.

Tracks and advises Executive Director on expiring insurance policies, maintenance and person service contracts and maturing investments; preparation of contracts and specifications when required.

Classifies a variety of receipts & expenditures, oversees issuance of payments; oversees tenants accounts receivable for accuracy; maintains controlled inventory records.

Conducts correspondence; oversees the collections of rent and issuance of payments; oversee general office procedure and performs related duties as required.

Acts in the absence of Executive Director.

Prepares and maintains employee time cards and advises on employee benefits; assists and advises Executive Director in Union negotiations and personnel matters.

Reviews annual recertification for all tenants.

Initial preparation of application for HUD related funds.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of modern methods used for maintaining computers, maintaining financial accounts and records; good knowledge of office terminology, procedures and equipment, good knowledge of business arithmetic and English; ability to understand and carry out complex oral and written instructions; ability to plan and supervise the work of others; clerical aptitude; a high degree of accuracy; neatness; integrity; tact and courtesy; good physical condition.

MINIMUM QUALIFICATIONS:

High School graduate; two year degree in General Accounting or a related area, plus two years experience which involves or includes establishment and/or maintenance of accounting records on computers; or any equivalent combination of experience and training.