## The Housing Authority

### of the City of Bloomington

1007 N .Summit Street Bloomington, IN 47404

Phone (812) 339-3491

Fax (812) 339-7177

# JOB DESCRIPTION

Job Title: Department: Reports to: FLSA Status:

Financial Assistant Financial

Finance Manager Non-Exempt

***Updated 12/01/2022***



# SUMMARY

The employee occupying this position will carry out various accounting functions for the BHA consisting of accounts payable for vendors and landlords, payroll, tenant accounting, deposits, financial reporting, and human resources as needed. They must ensure sound management principles and practices are used at all times. This person must possess excellent administrative and organizational skills and have the knowledge and ability to keep financial and personnel records in an orderly, up-to-date condition. This employee must also be able to analyze,

problem-solve, design, and implement plans of action. They must be capable of researching and interpreting federal rules and regulations. This individual reports directly to and assists the Finance Manager in all financial aspects of the Authority.

# ESSENTIAL DUTIES AND RESPONSIBILITIES

Public Housing

* Assist with all monthly tenant accounting.
* Monitor utility usage and maintain spreadsheets for annual Operating Subsidy calculation.

HCV (Section 8)

* Process and approve all HCV rents and adjustments as required.
* Maintain spreadsheets for ongoing HCV expenses and fees.
* Monitor and send billings to the City of Bloomington for the HOME program.
* Monitor and send billings to other PHAs for HCV portability clients.
* Complete FSS escrow and interest calculations monthly.
* Process FSS interim/graduation disbursements and forfeitures.
* Assist in VMS reporting.

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Bank Deposits

* Retrieve payments from the deposit box daily.
* Ensure security deposits are accounted for and entered timely.
* Check, prepare, and process bank deposits daily.
* Reconcile credit/debit card deposits daily.
* Maintain a register of miscellaneous deposits.
* Store deposit files and shred applicable deposited checks as needed.

Accounts Payable

* Collect mail and pass out invoices to appropriate department supervisors.
* Pay vendor invoices weekly.
* Issue payment for HCV landlords accurately and timely.
* Process all HCV utility disbursement requests and order prepaid debit cards as needed.

Other General Accounting Activities

* Ensure financial compliance with all HUD rules and regulations as well as any other funding rules and regulations.
* Answer phone calls/emails regarding various accounting questions from staff, tenants, vendors, and landlords.
* Assist with the financial audit annually.
* Maintain all petty cash registers.
* Maintain accounting standard operating procedures (SOPs).
* Attend HUD accounting and other various training as required.
* Assist with other General Ledger activities as needed.
* Assist with H/R and other administrative tasks as needed.
* Reconcile benefit accounts periodically

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**ANALYSIS OF PHYSICAL DEMANDS OF POSITION**

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Physical demands of this position may vary and are not held to the below analysis but are here for the employee's general knowledge of the demands this position may require.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| □  0 | Standing Lifting | □  0 | Walking Carrying | 0  □ | Sitting Pushing |
| □ | Pulling | □ | Climbing | 0 | Balancing |
| 0 | Stooping | 0 | Kneeling | □ | Crouching |
| □ | Crawling | 0 | Reaching | 0 | Handling |
| 0 | Speaking | 0 | Hearing | 0 | Seeing |

0 Depth Perception □ Color vision

# QUALIFICATIONS:

The requirements listed below are representative of the degree, knowledge, skill, and/or ability required.

* Minimum of three years experience in accounting or related field (a combination of education and experience will be considered)
* Associate degree preferred
* Excellent organizational and administrative skills
* Above average computer skills
* Proficient in Microsoft Excel
* Ability to keep sensitive financial and employee-related information confidential
* Excellent attendance
* Excellent communication and interpersonal skills
* No prior felony convictions
* Must be bendable

**Salary Range based on a 35-hour/week: $18.99 - $26.28/hour ($34,553.14 - $47,829.64)**

*The Bloomington Housing Authority provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*