



# CUMBERLAND HOUSING GROUP

## JOB DESCRIPTION

<b>Position Title:</b> Accounting Associate	<b>Salary Grade:</b> Level I - 6
<b>Department:</b> Administrative Services	<b>Level II – 7 Level III - 8</b>
<b>Reports To:</b> Department Director	<b>FSLA Status:</b> Non-Exempt
<b>Positions Supervised:</b> None	<b>Last Reviewed:</b> 4/1/2020

### General Description of Position

This is a moderately difficult position involving the use of accounting and clerical skills while maintaining strict confidentiality. The position will assist the Director of Administrative Services in areas of accounts payable and receivable, budget administration, inventory, procurement, human resources, payroll, insurance, and other administrative functions as required.

Position functions involve performing complex accounting duties that require a work acquaintance with accounting principles and practices, office skills and computer operations. The employee in the performance of duties is required to apply judgment and initiative based on knowledge gained through experience. Such decisions are made, however, in accordance with established precedents or departmental policies.

### Position Duties and Responsibilities

- Perform all accounts payable and receivable related duties for multiple agencies.
- Reconciles bank statements to the general ledger for multiple accounts.
- Prepares and posts all journal vouchers pertaining to day-to-day operations such as insurance and maintenance contract amortization, account payable accrual, interest income from investments and others as assigned.
- Assists in closing ledgers at month's end. Runs computer printed balance sheets and income statements on all ledgers for review by the Director of Finance prior to closing. After closing, run statements as needed for assimilation to other departments.
- Assists in reconciling receivables balances on general fund ledger to corresponding accounts payable balance on other fund ledgers.
- Performs daily bank deposits and collection of tenant payment receipts.
- Performs the collection of money from the development washers and dryers in conjunction with a second employee.

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- Assists in maintaining Fixed Asset Inventory through inventory tags and electronic files. Performs actual inventory on equipment as required. Reconciles Fixed Assets (Land, Structures and Equipment) sub-ledger to corresponding general ledger.
- Performs annual physical inventory of materials and supplies.
- Assists in reconciling all subsidiary ledgers (maintained for the programs) to the general ledger control accounts.
- Preparation of accounts payable checks, payrolls and paychecks.
- Assists in maintaining of Grant sub-ledger and reports actual to-date expenditures to the Director of Finance and reports for HUD.
- Maintaining financial transactions for the Homeowners Association, Housing Alliance, and other non traditional accounts.
- Assists in the execution of human resources duties including maintaining personnel files in a confidential manner.
- Provides administrative support to the Department of Administrative Services and assists in the preparation of reports, proposals, correspondence, etc., as directed by the Chief Executive and Chief Financial Officers.
- Maintains a theoretical and basic working knowledge of business principles and demonstrated experience in applying those principles to program administration.
- Performs all other assigned duties related to the Department of Administrative Services and office operations as assigned by the Department Director.

### **Work Environment**

- The position incumbent works in both an office and outside environment to perform job functions.
- Physical: Work is performed inside and outside of the developments owned by the Cumberland Housing Group. Essential functions require maintaining physical condition necessary for data entry, sitting, standing and walking for prolonged periods of time.
- Mental: The incumbent must be capable of working closely and cooperatively with other people, both within and outside the organization and of varying degrees of mental competency.
- Environmental: Work is performed in a climate controlled office environment as well as inside and outside of the Cumberland Housing Group developments. Employee is exposed to various weather conditions and to possible disruptive residents and non-residents.
- Work will require routine local and occasional out of area travel to attend education, meetings, conferences, and seminars.

- Work will require interaction with a variety of officials including funders, investors, design professionals, legal, marketing, government, and business representatives.

### **Required Qualifications for the Position**

- Must be a high school graduate or have a GED
- Level I:
  - Minimum 1 year experience working in the Finance Department as an Office Associate performing basic financial operations, AR, AP, and/or Banking; or
  - Entry Level with 1+ years experience performing accounting operations, AR, AP, General Ledger and Banking.
- Level II:
  - Minimum 1 year experience as Accounting Associate I with good accounting skills; or
  - Entry Level with 2+ years experience performing accounting operations, AR, AP, General Ledger and Banking.
- Level III:
  - Minimum 2 years experience as Accounting Associate II with excellent accounting skills;
  - Entry level with 3+ years experience performing accounting operations, AR, AP, General Ledger and Banking.
- An Associate or Bachelors Degree in Accounting is strongly preferred.
- A combination of education and experience can be combined to meet the required knowledge, skills and abilities for placement.
- Must have valid vehicle operator's license with a driving record acceptable to the Cumberland Housing Group's insurance carrier.
- Will be required to submit to employment screening which may include an FBI fingerprint record.
- Must participate in random employment drug and alcohol screenings.
- Must possess the proper attitude toward the elderly and low-income families and an understanding of how to deal with difficult people.
- Ability to meet and deal tactfully and courteously with the public and to establish and maintain effective working relationships with other employees.
- Moderate to extensive computer operation skills and knowledge of the Microsoft Outlook, Word, Excel software, use of the Internet and email.
- Must be physically qualified to perform duties of position.

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- Must possess and maintain the Compliance and Management Certifications for Public Housing, Tax Credit and/or Project Based Rental Assistance as well as Fair Housing training, and other certifications relevant to performing the duties of Property Management.
- Good knowledge of modern office practices, procedures, record keeping and use of office machines.
- Ability to work in a fast-paced, team oriented, deadline driven, results-based environment and to accurately complete complex tasks in a timely manner.
- Ability to solve problems independently and carry out verbal and written instructions.

Nothing contained in this Job Description or in any other materials or information distributed by the Cumberland Housing Group creates a contract of employment between an employee and the Cumberland Housing Group. Employment is on an at-will basis. This means that employees are free to resign their employment at any time, for any reason, and the Cumberland Housing Group retains that same right. No statements to the contrary, written or oral made either before or during an individual's employment can change this. No individual supervisor, manager or officer can make a contrary agreement.

I have read and understand the duties and requirements of this position. I agree to perform according to this Job Description.

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Employee Signature

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Date Signed