

**Position:** Finance Administrative Clerk

**Department:** Administration

**Status:** Full-Time, Hourly

**Revision Date:** May 1, 2020

**NOTE:** This position description is a basic outline and should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements associated with this position. This position description must be used in conjunction with GASB principles, the Housing Authority of North Chicago's Personnel Policy, Administrative Policy, ACOP and agency issued procedural manuals.

## **Position Scope and Purpose**

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The Finance Administrative Clerk is under the direct supervision of the Executive Director, and is responsible for the maintenance of all human resources, accounting, and fiscal records. In the absence of the Executive Director the Finance Administrative Clerk is to report to the Deputy Director.

## **Duties and Responsibilities**

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### **General**

- Maintains a professional image and attitude in keeping with the objectives of the Housing Authority.
- Wears appropriate business attire. Good personal hygiene is expected. Properly displays agency identification as provided by the Housing Authority.
- Maintains a working knowledge of HUD/PHA/State financial rules, regulations, and Housing Authority administrative rules and regulations.
- Reports directly to the Executive Director and informs Executive Director of daily needs associated with the Housing Choice Voucher or Public Housing programs. Reports any and all observed problems/issues associated with financial activities.
- Maintains agency records and prepares reports in accordance with agency and/or HUD policy, practice, rules, and/or regulations.
- Make recommendations for changes in policies and procedures in response to changing conditions, requirements, regulations and/or technology.

### **General Administration – Financial for Public Housing and Housing Choice Voucher**

- Maintains the Housing Authority's budgeting and financial records in conjunction with the Fee Accountant.
- Process Housing Choice Voucher (HCV) Payments twice a month
- Processes accounts payable and receivables, preparation of checks, filing of invoices, purchase orders, and check copies
- Process checks for bank deposits

- Prepares monthly reports or statements pertaining to the Housing Authority's fiscal operations for the Executive Director, the Board of Commissioners, and the regional offices of the Department of Housing and Urban Development (HUD)
- Process monthly paperwork to be sent to fee accountant
- Process monthly portable billings
- Perform monthly bank reconciliations
- Analyze monthly financial reports from Fee Accountant
- Transfer funds as needed from account to account
- Process quarterly office supply orders
- Draws down Capital Funds as instructed by Deputy Director
- Process monthly FSS accounts with transfers and payments
- Provide monthly update of FSS escrow account balances to HCV Department
- Assist auditors in the preparation of the Housing Authority's financial statements
- Ensure the availability of funds needed to meet operating requirements
- Responsible for assuring effective relationships within the financial community
- Keep records of all payments processed and all active accounts
- Exercise continuing controls to insure compliance with budgetary guidelines, internal auditing requirements and inventory controls, and cost reduction techniques

#### **General Administration – Human Resources**

- Process weekly payroll in ADP system
- Perform weekly payroll reconciliations for auditing purposes
- Manage health plans, pension plans, and provide employee benefit information
- Process paperwork pertaining to new hires
- Maintain employee records

#### **General Administration – Personnel**

- Assist in cross training of personnel when requested.
- Delegate authority to key employees, any such delegation must be approved by the Executive Director. The Finance Administrative Clerk's responsibility is always primary, even for activities delegated.

#### **General Administration**

- Assist in compiling and auditing of tenant files as requested by Executive Director
- Complete any additional duties as assigned by Executive Director

#### **Contractors/Vendors**

- The Housing Authority of North Chicago takes great pride in the relationship it has developed with many contractors and vendors. The Housing Authority expects each staff member to treat contractors and vendors with respect, fairness and honesty.
- The Housing Authority does not allow kick-backs, gifts, or gratuities from contractors or vendors.
- The Housing Authority does not use any contractor or vendor exclusively.
- The Housing Authority does not ever allow a contractor or vendor to charge materials or anything on the Housing Authority's accounts.

### **Vehicle Use, Mileage, and Supply Transport**

- The use of Housing Authority vehicles are for pre-approved and licensed Housing Authority employees that maintain current insurance coverage.
- Parking or driving agency or personal vehicles in an area not meant for vehicle use, i.e. sidewalks, rental unit front and or rear entry doorways, roadway islands, etc, is prohibited.
- Housing Authority vehicles are to be used on the property only for the transport of supplies and staff members.
- **PERSONAL USE OF AGENCY VEHICLE IS PROHIBITED.**
- **NON-HOUSING AUTHORITY STAFF ARE NOT ALLOWED IN/ON A COMPANY VEHICLE AT ANY TIME.**
- All vehicles will be maintained in a neat and orderly manner at all times.
- Smoking within a Housing Authority vehicle is prohibited.
- Abuse or misuse of a vehicle may be cause for the elimination of the vehicle from the property and/or personal revocation of driving privileges associated with an agency vehicle.
- It is not recommended that personal vehicles be used, as mileage for travel on the property is not reimbursed. Mileage is only reimbursed for those round-trips totaling 10 miles or more at one time.
- Mileage reimbursement is reserved for special trips, not regular trips to pick up supplies. Should the need arise for mileage reimbursement, the individual must complete the appropriate mileage reimbursement form and turn it in at the end of each month to the Executive Director.
- Mileage is paid through accounts payable, not through payroll.

### **Skill Requirements for this Position**

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- Knowledge of Housing Authority of North Chicago policies and procedures.
- Knowledge of general safety rules, including accident causation and prevention
- Ability to read, speak and comprehend the English language.
- Ability to communicate effectively orally and in writing.
- Ability to understand oral and written instructions.
- Ability to operate a computer, calculator, telephone, copier, scanner and facsimile machine.
- Ability to work within Microsoft Office Word, Excel and Outlook software applications.
- Ability to work within Housing Authority property management software: Lindsey.
- Ability to analyze information/documents provided internally and from outside service agency providers
- Ability to prepare recommendations and reports, as required by HUD/State/City/PHA.
- Ability to develop plans and procedures for efficient and timely completion of work.
- Ability to establish and maintain effective working relationships with supervisors, subordinates, co-workers, residents, contractors, and the general public.
- Ability to perform in a busy, changing, multi-tasking work environment.

### **Qualifications for this Position**

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- Minimum academic requirement of a Bachelors degree within a related field.
- Work experience of three or more years within financial management and general office

- Knowledge of federal, state, city, and HUD rules and regulations
- Knowledge of GASB financial accounting, reporting, and governmental budgeting
- Program certifications including: HCV Financial Management and HCV Financial Accounting and Reporting
- Proficiency within Microsoft Office Word, Excel and Outlook.
- Proficiency with property management software, Lindsey Software Systems preferred.
- Ability to read, speak and comprehend the English language.
- Possession of a valid State of Illinois driver's license; reliable and insured personal transportation; and the ability to travel independently between properties and the main office, on-site after hour emergencies, attend trainings, etc.
- Must be bondable
- Ability to maintain a neat, clean and well groomed appearance.
- Work experience with the general public.
- Excellent customer service skills.