

BROCKTON HOUSING AUTHORITY

Finance Department Aide

Rate of Pay: \$ 49,555 annual

Location: Administrative Offices

Hours Per Week: 35

General Statement of Duties: This is a responsible administrative and clerical position. The incumbent will perform a variety of accounting, bookkeeping and financial tasks. The Finance Department Aide is a core member of the Finance team whose shared goal is to support the accounting and financial operations of the agency, to ensure that the daily accounting functions run accurately and effectively. The incumbent must be familiar with basic accounting procedures and have an aptitude for numbers and bookkeeping. He/she should be comfortable working with limited supervision, prioritizing and multitasking. This is an opportunity to enhance bookkeeping and accounting skills while working in a dynamic, interdisciplinary, and innovative environment.

Supervised By: Director of Finance or designee

Responsibilities

- Perform all accounts payable functions including but not limited to coding approved invoice packages to proper accounting periods, project codes and chart of account numbers, processing the weekly check run, distributing the checks, reviewing W-9 forms and setting up new vendors, responding to internal and external inquiries, updating the online platform for gathering and maintaining the status of A/P documentation submitted electronically by staff, and preparation of 1099s at year end.
- Codes invoices, sets up new accounts, reconciles accounts, verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Prepare daily bank deposits and documents for weekly cash receipts reports and posting to the accounting system.
- Complete monthly reconciliation of the agency credit card statement and preparation for A/P processing with proper back-up documentation from staff.
- Prepare bi-weekly invoicing to the State and track cash receipts to pass-through/pay vendors promptly. Review and post A/R invoices received from project managers across the agency.
- Perform various financial record keeping tasks, such as, filing agency contracts, client's billing and vendor invoices/vouchers.
- Manages Fee Schedule on a monthly basis, updating the units leased and fees earned by program, reconciliation of schedule to applicable general ledger accounts and uploading entries to update general ledger on a monthly basis.
- Manages the prepaid insurance register, reconciles register to the general ledger, creates and posting prepaid insurance register monthly activity to the general ledger.
- Reviews monthly interfaces for the accounts payable, HAP, FSS, TAR and Fraud AR modules for proper postings, interfaces activity into the general ledger and applicable modules, reviews postings to the general ledger for adequacy.

- Clears checks and deposits on a daily basis in the cash module and completes bank reconciliation on a monthly basis.
- Coordinate with the Family Self Sufficiency (FSS) Coordinator, rent department and bank to ensure monthly escrow deposits for FSS participants are made on a timely basis.
- Prepare Accounts Payable voucher for FSS participant requests for disbursement of funds.
- Prepare monthly journal entries to record deposits, interest credits and withdrawals for FSS participants.
- Reconcile FSS participant balances to the Authority's financial records.
- Assist with the monthly closing process, including the preparation of journal entries, data entry into the Authority's accounting system and printing applicable financial statements as directed by the Director of Finance or designee.
- Assist with daily deposits and documentation and maintenance of such records.
- Complete all functions to run the Authority's payroll in the absence of the Human Resources Administrative Assistant.
- Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
- Reconciles cash accounts, payroll, and other financial accounts.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Maintains knowledge of acceptable accounting practices and procedures.
- Work on special projects as assigned and other related duties as assigned.

Qualifications

- Candidates for this position should have Bachelor's degree with a concentration in Accounting with 2 years working in the accounting field; an Associate's degree in Accounting with a minimum of 3 years' experience in accounting may be considered; or a High School Diploma/GED with some post High School Credits and at least 4 years of accounting experience may be considered.

Successful candidates for this position will demonstrate all or most of the following:

- Understanding of and the ability to adhere to generally accepted accounting principles.
- Proficiency in MS Office Suite programs, with a strong command of Excel.
- Strong attention to detail and strong analytical problem-solving skills with creative solutions.
- Demonstrated ability to make mathematical computations
- Ability to read and post numerical data rapidly and accurately
- Excellent organization skills with the ability to competently manage large amounts of information for multiple projects and deadlines.
- Strong written and verbal communications skills
- Able to work effectively with all levels of the organization.

- Able to work independently and as part of a team.
- Able to maintain confidentiality when needed.
- Willingness to be flexible and adaptable to change.

Thomas G. Thibeault, Executive Director

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER