



Position Description

sition Title:	Accounting Clerk
Department:	Finance
FLSA Status:	Non-Exempt

Summary

The primary purpose of this position is to ensure that all vendors and landlords are paid in a timely manner and to provide general administrative support with miscellaneous tasks.

All activities must support the Fort Wayne Housing Authority ("FWHA" or "Authority") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Processes rent, HAP, and URP charges and payments.
- Processes all required EFT and paper check payments.
- Works with tenants, housing specialists, and vendors to update utility reimbursements.
- Answers queries from landlords and tenants regarding rent and HAP payments, utility reimbursements, ledger balances, methods of payments, and any other queries.
- Receives, stamps, sorts, and distributes mail to the relevant department/staff member for follow-up or approval.
- Reviews vendor statements and resolves any vendor queries.
- Codes contract invoices for approval by VPs.
- Processes all invoices payable on a weekly basis, maintaining physical and electronic payables files, as well as multiple accounts for vendor portals.
- Reviews and prints 1099s annually.
- Updates and posts monthly accruals for prepaid computer support and prepaid insurance expenses, maintaining files appropriately.
- Runs resident activity reports; reviews ledger entries for each tenant; updates relevant spreadsheets and journals; maintains files.
- Receives and processes appliance change forms from maintenance when there is a change or addition to the asset register.
- Reviews assets in Yardi and makes any necessary changes required for year-end reporting.
- Assists with bank reconciliations.
- Reports energy usage and costs for all major utilities as required.
- Performs general administrative tasks.
- Promotes FWHA brand awareness by adhering to FWHA brand standards and ensure that any communication regarding the public value of affordable housing programs offered by FWHA also



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addresses the many other public values served (fair housing, economic development, welfare-to-work, etc.)

- Performs other duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment & decision making in accordance with level of responsibility.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does fair share of work.

Reliability & Judgment: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Education and/or Experience

- Some college education in the Accountancy field and some administrative experience.
- An equivalent combination of education and experience may be considered.

Technical Skills

- To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook).



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- Must have the ability to learn other computer software programs as required by assigned tasks.
- Effective communication and customer service skills.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- To perform this job successfully, the employee is frequently required to remain in a stationary position.
- Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; reaching to retrieve and replace files; and attending onsite meetings.
- The employee must be able to communicate via email and verbally via telephone.
- The employee must occasionally transport up to 75 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment. The noise level in the work environment is usually moderate.

Read and Acknowledged

Disclaimer: This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. FWHA reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, functions, and requirements.

Employee Signature

Date

Employee Name [printed]

Approval of Appointing Authority

Date