

CLASS SPECIFICATION

Senior Accounting Technician

Code Number: _____

GENERAL PURPOSE

Under general supervision, independently performs specialized and responsible accounting support and administrative work in the preparation, processing and maintenance of accounting and financial records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Senior Accounting Technician is responsible for performing complex and highly responsible duties in the preparation, administration and maintenance of Commission accounting and financial transactions and records, ensuring that these functions are carried out in an accurate, timely manner in accordance with legal requirements and sound financial management principles and practices.

Senior Accounting Technician is distinguished from Accounting Technician by the incumbents' responsibility for performing duties of a specialized and responsible nature requiring a sound understanding of the Commission's accounting system and experience in classifying and preparing accounting transactions utilizing a basic understanding of accepted accounting practices.

Senior Accounting Technician is also distinguished from Payroll Technician in that a Payroll Technician performs specialized duties associated with operations and administration of the Commission's payroll system and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Reviews, audits and processes Section 8 property owner claims for unpaid tenant rent, damages, vacancy losses and rental assistance over- and under-payments in accordance with Commission policies and procedures and applicable law and regulation; reviews claims worksheets for completeness, accuracy, correct program codes and required approvals; codes claims to classify expenses to the correct general ledger accounts and prepares data entry documents.

Reconciles the Section 8 bank account on a monthly basis; analyzes data to locate and resolve variances between bank reports and Commission transmittal and other records; prepares and processes adjusting journal entries; reconciles general ledger accounts to the bank report; generates

the monthly check run reconciliation report to reconcile batch control logs, check registers and check transmittals to the bank.

Coordinates Commission action in response to federal and state tax liens and IRS penalty notices regarding rental assistance property owners to ensure compliance with federal and state requirements; responds to taxing authority information requests; prepares and processes procurement requests to deduct lien amounts from owner payments in accordance with legal requirements and transmit payments to the taxing authorities; takes steps to ensure the Commission is in compliance with laws and procedures associated with tax lien implementation to avoid penalties to the Commission.

Reviews new owner account data in the on-line rental assistance system to ensure correct set up and accurate owner information on IRS Form W9 in compliance with IRS requirements; returns new owner documents to appropriate staff in other sections to correct errors and resolve discrepancies.

Annually solicits information from selected rental assistance property owners to verify correct tax identification numbers (TINs); coordinates the 31% backup withholding process, in compliance with Internal Revenue Service requirements, for owners whose TINs continue to be incorrect or missing; conducts notification and follow up procedures to obtain correct numbers and ensure agency due diligence in meeting IRS requirements; prepares penalty waiver letters to the IRS.

Maintains and updates schedules to allocate interest income to Family Self Sufficiency program participant escrow accounts; audits escrow account schedules maintained by other Commission staff to ensure accuracy, completeness and proper account codes; prepares monthly journal entries to post transactions; reconciles general ledger accounts to escrow account schedules.

OTHER DUTIES

Compiles statistical and financial data to produce the Unit Monthly Count report in accordance with established policy and procedures; verifies supporting data to ensure accuracy of unit counts and allocations by program types; identifies, researches and resolves discrepancies.

Audits and tests balances for selected 1099 statements to property owners participating in the Commission's rental assistance programs to ensure accurate and complete information; conducts research to resolve discrepancies; approves the generation and mailing of 1099s following audit, in accordance with IRS requirements; responds to owner inquiries regarding 1099 information.

May provide work direction, guidance and training and serve as back up to other accounting support staff.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Commission rules, procedures and practices governing cash receipting, purchasing, accounts receivable and payable processing, processing of tenant/client payments and related financial transactions; the Commission's Chart of Accounts; practices and procedures of governmental budgeting and accounting; methods, practices, documents and terminology used in processing accounting transactions and in financial recordkeeping; fundamental accounting and internal control policies and procedures; Internal Revenue Service rules and regulations applicable to areas of assigned responsibility; the Commission's on-line general ledger system and associated practices and procedures for processing accounting information and interpreting input and output data; standard office practices and procedures; principles and practices of sound business communication; uses and operations of spreadsheet and other standard business software.

Ability to:

Operate a computer, calculator and other standard office equipment; utilize spreadsheet and other standard financial and business software to carry out assigned responsibilities; organize, set priorities and exercise sound judgment within established guidelines; analyze, interpret, explain and apply and reach sound decisions in accordance with Commission accounting procedures, applicable program rules and regulations and relevant state and federal laws and regulations; make calculations and tabulations and review fiscal and related documents accurately and rapidly; understand and carry out written and oral instructions; prepare clear and accurate financial records and reports; work effectively and courteously with Commission employees, officials of taxing authorities, property owners and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and two years of progressively responsible experience in performing financial or statistical recordkeeping in a class at least at the level of Accounting Technician; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate, finger, handle or feel computers and other standard office equipment; and reach with hands and arms. Employees are occasionally required to stand and walk; stoop, kneel, or bend; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read, interpret and analyze data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work with a high degree of accuracy on multiple, concurrent tasks; and interact with Commission employees, officials of taxing authorities, property owners and others encountered in the course of work.

WORK ENVIRONMENT

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

Employees work under typical office conditions, and the noise level is usually quiet.