



## Job Description

**Job Title:** Accounting & Benefits Coordinator  
**Report to:** Senior Director of Finance  
**FLSA Status:** Non-Exempt/Hourly

### Job Statement:

The Accounting & Benefits Coordinator is a critical member in the Finance Department. The Accounting & Benefits Coordinator is responsible for assisting the Senior Director of Program Finance in the Housing Authority's bookkeeping and Tax Credit properties.

### Duties and Responsibilities:

*This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, when appropriate. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.*

- Manage all accounts payable and ensure proper authorization for purchase is met, receives invoices, purchase orders, and other payable documents, and maintains the AP files
- Manage all vendor documents
- Track utility consumption for the AMPs and COCC
- Assist with processing payroll and making tax payments
- Assist with managing employee benefits
- Assist with updating policies, procedures, and manuals
- Assist with the compliance for all LLC, LP, and subsidiaries of GMAHA and RICHFC
- Assist with tax filings for RICHFC and subsidiaries
- Assist with the organizational audit
- Assist with monthly reconciliation, data submissions, and monthly reports
- Assist with preparation of year end and month end financial closings
- Assist with preparation of W-2s and 1099s
- Maintain and organize all financial files
- Provides clerical assistance to Senior Direct of Program Finance
- Maintain agency's debt collection information through IDROP and Debts Owed

### Qualifications and Knowledge:

- High School graduate (or GED) required. One-year business school training or

one-year related work experience in finance, data entry, and bookkeeping required.

- Experience in data entry and clerical experience.
- Knowledge of generally accepted accounting principles, practices and techniques, basic bookkeeping principles, record keeping procedures and specific departmental procedures.
- Ability to recognize and correct errors or discrepancies in routine accounting transactions.
- Advanced computer skills including proficiency in Microsoft Office products.
- Strong teamwork skills with the ability to communicate effectively with team members, clients, service providers and public.
- Understanding of low-income client populations.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to maintain confidentiality.
- Ability to regularly travel throughout the Authority's coverage area and occasionally travel out-of-town for various training opportunities and work-related activities, including weekends and overnight.
- Possession of a valid driver's license and insurability under the Authority's insurance carrier's standards.

The employee performs routine duties following established HUD and Authority guidelines. Routinely the employee makes decisions concerning residents or maintenance problems using personal judgment based on prior experience. Situations not covered by guidelines are referred to the supervisor or handled independently, depending on the circumstances.

The above statements reflect the general details necessary to describe the essential functions of the position and may not be construed as a detailed description of all the work requirements that may be required during your employment. Your signature below constitutes your acceptance and understanding of the essential functions and requirements of this position. \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**