



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400 | www.PCHAWA.org

JOB DESCRIPTION: ACCOUNTING SPECIALIST

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| TITLE: | Accounting Specialist |
| REPORTS TO: | Finance Director |
| SALARY RANGE: | \$22.00- \$35.00/ hourly PCHA Benefits Package |
| SHIFT/SCHEDULE: | Hourly, Non-Exempt Union |

The Pierce County Housing Authority (PCHA) is a public body created by Pierce County's Board of Supervisors (now County Council) in 1978 according to State statute (RCW35.82). The mission of the Pierce County Housing Authority is to provide safe, decent, affordable housing and economic opportunity free from discrimination. PCHA currently operates 121 Low-Income Public Housing units, 20 Units of USDA/RD Housing, administers approximately 3,003 Section 8/HCV program vouchers, and an Enterprise Portfolio comprising approximately 670 units. Additional grants are received periodically for the Renovation and Modernization of existing facilities and in support of our Family Self-Sufficiency Programs. Currently, the Pierce County Housing Authority employs approximately 40 individuals.

BASIC FUNCTION

The Accounting Specialist is a non-exempt, union/bargaining position in the Finance Department of Pierce County Housing Authority. Under general administration of the Director of Finance, the Accounting Specialist is responsible for completing and administering entry level accounting and business transactions. The Accounting Specialist is also responsible for the administrative recordkeeping and the related recording of financial transactions related to administrative recordkeeping and the related recording of financial transactions for local, state, and federal capital and operating grants.

This position is part of a Collective Bargaining Agreement with Office and Professional Employees International Union (OPEIU) Local 8.

ESSENTIAL FUNCTIONS

The following functions may be performed manually or in computerized form in conjunction with the above-described items:

- Perform a variety of responsible accounting duties; prepare and process a variety of financial, statistical, and accounting documents, records, and materials; maintain financial records related to assigned accounts and coordinate with other accounting, purchasing, human resources, housing, and maintenance/construction functions.
- Analyze accounts, research invoices for payments, prepare adjusting entries, process check requests and perform other posting and reconciling functions for assigned programs, grants, accounts, and departments.
- Coordinate with PCHA personnel, vendors, and banks to research status of accounts and discrepancies, to correct errors and resolve issues and to obtain or exchange financial information; receive and respond to calls from vendors, banks, the general public, auditors, and HUD representatives.

- Analyze tenant accounts and coordinate with property management and collections for delinquencies and bad debt, process receipts, and research payments.
- Review and ensure financial receivable related transactions and records are processed and maintained in compliance with federal, State and HUD-EIV rules, and regulations, and ensure PCHA policies and procedures are followed; assure compliance with internal control and audit requirements.
- Responsible for maintaining a systematic filing of AP/AR documents.
- Participate in the development and implementation of goals, work plans, performance measures, and continuous improvement of service delivery to assist in attaining the unit/program/department initiatives and goals, agency core strategies, and mission through a spirit of service, teamwork, and respect. Work respectfully and courteously with other employees, residents, and the general public. Follow direction, and work well under pressure.
- Attend all required training and safety meetings; use, maintain and replace assigned personal protective equipment; report all injuries and illnesses to supervisor immediately; complete and submit incident/accident reports as required; report hazardous conditions or unsafe work practices to supervisor, and follow all safety and health guidelines, practices, policies, and procedures.
- Compile, prepare and report information, data, and/or statistics.
- Other duties as may be assigned relate to the fiscal activities of the Authority.
- **NOTE:** This job function describes primary duties only. It is not to be considered a detailed listing of all required tasks.

REQUIRED KNOWLEDGE AND SKILLS

- Comprehensive knowledge or ability to quickly learn Generally Accepted Accounting Practices (GAAP), Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), Code of Federal Regulations (CFR), and Revised Code of Washington (RCW); budget preparation and control; accounting and reporting policies and practices of general proprietary and fund accounting; HUD accounting and audit practices for the Low-Income Public Housing Program, Section 8 Rental Assistance Programs, Rural Development Rental Assistance Programs, Rural Development Loan Program.
- Considerable ability to learn systems and requirements for establishing and maintaining subsidiary ledgers, journals and statements, good knowledge of public administration and office practices.
- Excellent oral and written English language communication skills.
- Ability to comprehend and implement complex rules and regulations pertaining to financial administration.
- Ability to evaluate and interpret income receipt and expenditures and to relate information to budgetary status and limitations.
- Ability to organize, coordinate, and oversee a variety of complex budget and accounting functions including operation and capital budgets.
- Ability to perform complex arithmetical computations.
- Ability to use in-house computerized financial and management information systems.
- Demonstrated skill in current Microsoft Office software.
- Yardi software.
- Skill to develop and maintain harmonious relationships with coworkers, the public, and with PCHA officials.
- High regard and ability to meet schedules and deadlines.
- Skills in planning and organizing work and excellent ability to work independently with minimal direction.
- Skill in evaluation and interpretation of policy, procedure, rules, and regulations and to apply the knowledge acquired to the financial practices of PCHA.

- Ability to work effectively and positively with individuals of diverse racial, cultural, gender-identities, physical and mental abilities, limited-English, and socioeconomic backgrounds.
- Ability to maintain proprietary information in a confidential and professional manner.
- Proven ability to understand and execute oral and written instructions and policies.
- Attendance is an integral component of this position.

PREFERRED QUALIFICATIONS

- College degree, Associate's, or Bachelor's degree, with major course work in Accounting, Business, or related field. Directly relevant experience will be considered in lieu of required degree.

MINIMUM REQUIREMENTS

- **EDUCATION:** A minimum of a High School diploma or equivalent
- **EXPERIENCE:** At least three (3) years of progressively responsible accounting experience, which must have included at least one year of recordkeeping and administration of local, state, and federal capital and operating grants; and at least one year of recordkeeping and administration of capital assets. Must be an advanced Excel user and must be intermediate Word user.
- **LICENSES AND OTHER REQUIREMENTS:** Valid Washington Driver's License with an insurable driving record. Consent to and pass criminal record background check in accordance with position requirements, including but not limited to HUD guidelines.

WORKING CONDITIONS

- Work is performed in an office environment. The incumbent will use standard office equipment including personal computers, telephones, copiers, and related equipment.
- **WORK SCHEDULE:** Keep office hours sufficient to serve the public and manage staff; Monday through Thursday (10-hour shifts), or Monday through Friday (8-hour shifts), some weekends and holidays if the need arises,
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and calculator.
- Seeing to read various data both on paper and computer screen. Accommodations can be made as necessary for individuals with visual impairments.
- Bending at the waist to retrieve materials.
- May include lifting up to 50 lbs.
- **HAZARDS:** Contact with dissatisfied or abusive individuals

EQUAL OPPORTUNITY

Pierce County Housing Authority is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected classes in local, state, or federal employment laws.

APPLICATION REQUIREMENTS AND PROCESS

- Submit both a one-page cover letter and resume.
 - Cover letter needs to address how your experience and education and/or training qualifies you to perform the essential functions listed in the job announcement.
 - Resume should detail all education and experience that qualifies you for this position.
- **SUBMIT:** Email cover letter and email as attachments to HumanResources@pchawa.org with SUBJECT Line of "Accounting Specialist– Your Last Name, Your First Name"

OR mail to:

Human Resources
603 South Polk Street, Bldg. C
Tacoma, WA 98444

- Questions may be addressed to:
Ney Calhoun, Human Resources Manager
humanresources@pchawa.org
253-620-5420
- **DUE DATE:** Priority consideration for application materials (cover letter and resume) received on or before February 2, 2024, and then open until filled.